**Home Office Managers only** should use this job aid to create positions for inline Team Member job changes and contingent workers. If the position needs a requisition to be posted internally or externally, create the position within the job requisition creation process. HRBPs and Site Coordinators can also use this job aid to close, and freeze positions in Workday.

Create Position

From your home screen:

1. Navigate to the search bar > type **Create Position**.
2. Select **Create Position** from the tasks.
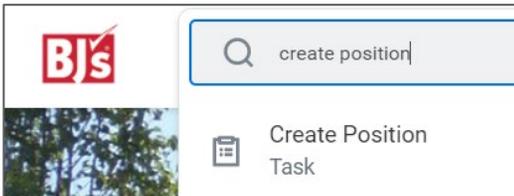
NOTE: A red asterisk ✱ indicates the field must be completed.

3. In the **Supervisory Organization** field, your supervisory organization displays. If you are creating a position for a supervisory organization that reports to you, select the correct supervisory organization from the dropdown menu.
4. Click **OK**.
5. In the **Position Request Reason** field, select from the following options in the dropdown menu:
   - BJ's Temporary or Contingent
   - New Position-Budgeted
   - New Position-Not Budgeted

6. In the **Job Posting Title**, enter the job title. This is visible to candidates.
7. In the **Number of Positions** field, enter the total number of positions you want to create.

From the **Hiring Restrictions** Tab:

8. In the **Availability Date** field, enter the date the position is available.
9. In the **Earliest Hire Date** field, enter the date of desired or earliest hire.
10. In the **Job Family** field, select a job family for the position.
11. In the **Job Profile** field, select a job profile for the position. The job profile drives job details including compensation, schedules, and job description. Make sure you select the correct job profile.
    a. If you're hiring a contingent worker who is <u>not</u> a Temp on BJ's payroll, select **Contractor**.
    b. For home office, if you are hiring a temporary employee on BJ's payroll, select **Temporary Employee.**
    c. Then, in the **Job Description** field, add a brief overview of what the Contractor/Temporary Employee's responsibilities will be.
12. In the **Location** field, enter the location of the position.
    - For offshore contractors outside of the US, select **Off Site #9900.**
    - For Home Office/Remote positions, select the state in which the worker resides.
13. In the **Time Type** field, select Full time or Part time.
14. In the **Worker Type** field, select Contingent Worker or Employee.

15. In the **Worker Sub-Type** field, select Regular or Temporary if the worker type is Employee and Agency Temp or Contractor/Consultant if worker type is Contingent Worker.
16. Check the **Critical Job** box if the position is critical.
17. In the **Difficulty to Fill** field, select Difficult, Easy, or Hard.
18. Review Hiring Restrictions tab for accuracy. Click **Submit**.
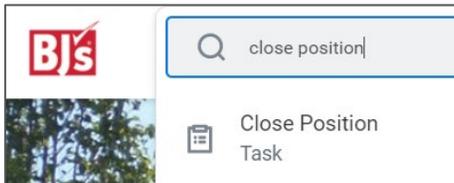
Reviews and Approvals

The position request is sent next to your manager for approval. Approvals vary depending on the request reason and by Home Office and Field.

Close Position (HR and Recruiters Only)

From your home screen:

1. Navigate to the search bar > type **Close Position**. Select **Close Position** from the tasks.
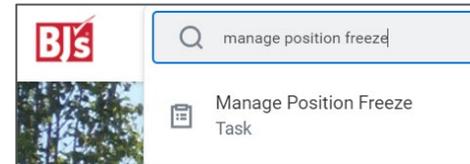

2. In the **Position** field, select the position that needs to be closed. You can narrow down your search by manager, location, and supervisory organization.
3. Click **OK**.
4. In the **Close Reason** field, select an option from the dropdown menu.
    - No Longer Needed
    - Opened in Error
    - Organization Restructure

- Role Repurposed
5. In the **Close Date** field, enter the date the position should be closed.
6. Click **Submit**.

Manage Position Freeze (HR and Recruiters Only)

From your home screen:

1. Navigate to the search bar > type **Manage Position Freeze**. Select **Manage Position Freeze** from the tasks.

2. In the **Position** field, select the position you want to freeze or unfreeze. You can narrow your search by entering a manager's name, location, and supervisory organization.
3. Click **OK**.
4. In the **Freeze/Unfreeze Reason** field, select an option from the dropdown menu.
    - **Freeze**: Budget Freeze, Hold for Organization Structure Review
    - **Unfreeze**: Budget Unfrozen, Organization Structure Review Complete
5. In the **Freeze/Unfreeze Date** field, enter the date the position should be frozen or unfrozen.
6. Check the **Frozen** box if you are freezing the position. Uncheck the **Frozen** box if you are unfreezing the position.
7. Click **Submit**.