

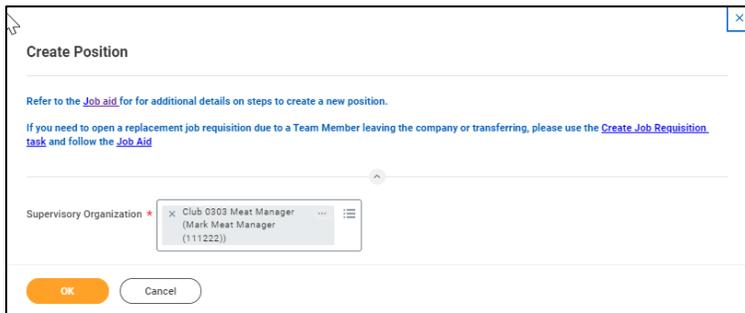
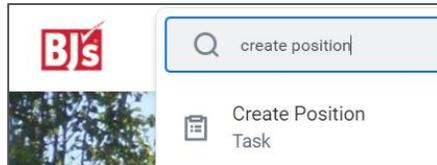
HCM: Create a Position Team Member

Use this job aid to create positions for BJ's employed team members. Positions for Club and DC 1:1 positions (ie Club Manager, Assistant Club Manager, DC Operations Manager, etc) can only be created by the Human Resources Partner.

If you are creating a position for a Contingent Worker in the CSC or DC, use the **Create a Position Contingent Worker** job aid for instruction.

Create Position

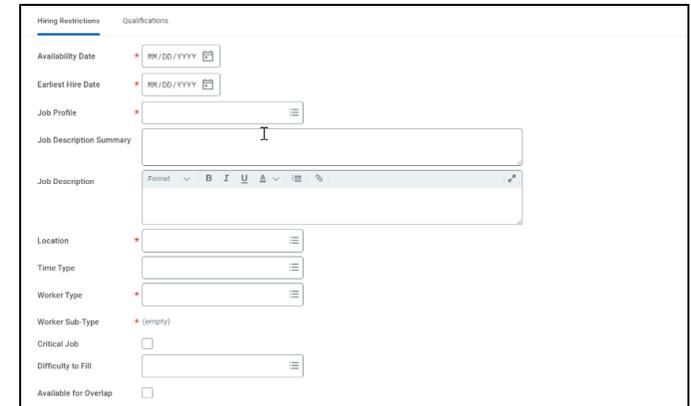
1. Navigate to the search bar > type **Create Position**.
2. Select **Create Position** from the tasks.
3. In the **Supervisory Organization** field, your supervisory organization displays. If you are creating a position for a supervisory organization that reports to you, select the correct supervisory organization from the dropdown menu.



4. Click **OK**.

 NOTE: A red asterisk * indicates the field must be completed.

5. In the **Position Request Reason** field, select the reason.
 - BJ's Temporary or Contingent
 - New Position-Budgeted
 - New Position-Not Budgeted
 - Replacement (Job Profile Change) CSC Only
6. In the **Job Posting Title**, enter the job title. This is visible to candidates.
7. In the **Number of Positions** field, this defaults as 1.
8. In the **Availability Date** field, enter the date the position is available. Future dates cannot be used, enter a date that is on or before today's date.
9. The **Earliest Hire Date** field must be the same as the availability date.
10. 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. Only one job profile should be entered. Submitting a position with more than one job profile will result in an error.
 - a. For home office, if you are hiring a temporary employee on BJ's payroll, select the job profile **Temporary Employee**.
11. In the **Location** field, enter the location of the position.
 - For Home Office/Remote positions, select the state in which the worker lives.



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- For Clubs and DCs, enter the location number.
12. In the **Time Type** field, select Full time or Part time.
 13. In the **Worker Type** field, select Employee.
 14. In the **Worker Sub-Type** field, select Regular or Temporary
 15. Check the **Critical Job** box if the position is critical. This is defaulted blank.
 16. In the **Difficulty to Fill** field, select Difficult, Easy, or Hard.
 17. Click **Submit**. The position request is sent to your manager for approval. Approvals vary depending on the request reason and by Home Office and Field.

