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.

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Create Position

- 1. Navigate to the search bar > type Create Position.
- 2. Select Create Position from the tasks.
- Create Position Task 3. In the Supervisory Organization field, your supervisory organization displays. If you are creating a position for a

create position

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supervisory organization that reports to you, select the correct supervisory organization from the dropdown menu.

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Create Position	
Refer to the <u>Job aid</u> for for additional details on steps to create a new position.	
If you need to open a replacement job requisition due to a Team Member leaving the company or transferring, please use the <u>Create Job R</u> task and follow the <u>Job Aid</u>	equisition
~	
Supervisory Organization * X Club 0303 Meat Manager :::: (Mark Meat Manager (111222))	
OK Cancel	

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 ٠
 - 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

Hiring Restrictions	qualifications	
Availability Date	* MM/DD/YYYY	
Earliest Hire Date	* MM/DD/YYYY 💼	
Job Profile	*	
Job Description Summa	y I	
Job Description	Formet ∨ B I U ≜ ∨ i⊞ %	2
Location	*	
Time Type		
Worker Type	*	
Worker Sub-Type	★ (empty)	
Critical Job		
Difficulty to Fill		
Available for Overlap		

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.

