Workday Position Management Quick Reference Guide

What is position management?

Position management is how Workday maintains the Guest Services Org Chart. Each approved position in the company is assigned to a Supervisory Organization. Each Supervisory Organization is managed by a position. The position that manages the Supervisory Organization is automatically assigned as the Direct Supervisor of each position within that Supervisory Organization.

For example, the manager of the Breckenridge Housekeeping Supervisory Organization is the Housekeeping Manager. Whomever is in that position will be the Direct Supervisor of all positions within that Supervisory Organization such as housekeepers, housepersons, etc.

What is a Supervisory Organization?

A Supervisory Organization is any team within the Org Chart. All positions that have direct reports have their own Supervisory Organization.

Is a Supervisory Organization the same as a Cost Center?

No. HR access is based on Supervisory Organization – IE: what teams does this position need access to. Payroll and financial access is based on Cost Center.

Why is Position Management important?

Position Management ensures that only approved positions are fillable in the system. Any newly created position must go through the proper approval process in Workday. All new hourly positions must have Divisional VP approval. All new salary positions must have CEO approval.

How do security permissions and expanded access work within Position Management?

Manager permissions, direct reports, and additional securities (such as timekeeper, HR Coordinator, and Recruiting Coordinator) are tied to a specific position NOT to an individual person. Therefore, if you make a job change to a manager or administrative personnel with expanded access, it's possible that some of their existing permissions might be affected by the change. Please contact HR and the IT Securities Administrators regarding permissions and access.

Please review the following scenarios to ensure your Supervisory Organizations and Org Chart remain up to date with Position Management:

Job Requisition Scenarios:

Visual Reference Tool: How to Create a Job Requisition located on the GSI employee Workday site

#1. When posting job requisition, be sure to update the first step with the correct Supervisory Organization. If you are posting a job requisition on behalf of another manager, you MUST enter their Supervisory Organization in this step. If you leave your own Supervisory Organization at the stage, the system will not pull up the correct positions to fill which may lead to adding positions in the wrong Supervisory Organization.

If you do not know the name of the Supervisory Organization you are looking for, type the name of the manager.
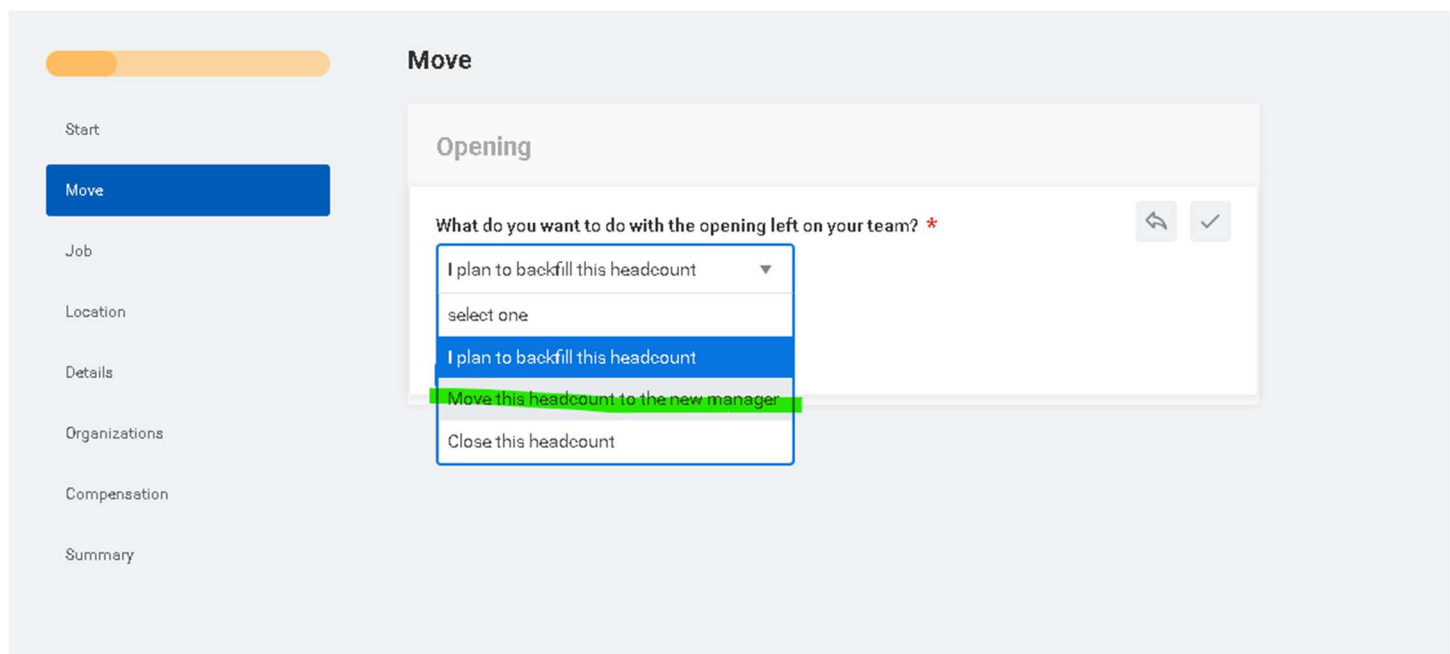
#2. The system should be up to date with open positions; when creating a new job requisition be sure to click the "Existing Positions" bubble and select the open position OR select the name of the team member who is vacating the position. You will be able to add additional open positions on the next screen.

Please Note: if you do not see the open position/name of resigning team member in the list of existing positions, that means you did not select the correct Supervisory Organization at step one and you must start over.

Job Change Scenarios:

Visual Reference Tool: Job Change located on the GSI employees Workday site

#1. When moving a position from one manager to another (IE: one Supervisory Organization to another), be sure to select "move this headcount to the new manager" in the Openings section of the Job Change request (see image below). If you select "I plan to backfill this headcount" the system will leave an opening within the current Supervisory Organization in addition to creating the position in the new Supervisory Organization, thereby creating a new/duplicate position in your Org Chart.

For any questions about position management or to request a screenshare, please reach out to Stephanie Tschohl at stephanie.tschohl@guestservices.com, 703/849-9323, or via Teams.