Position Management

This job aid will walk you through Workday's position management model.

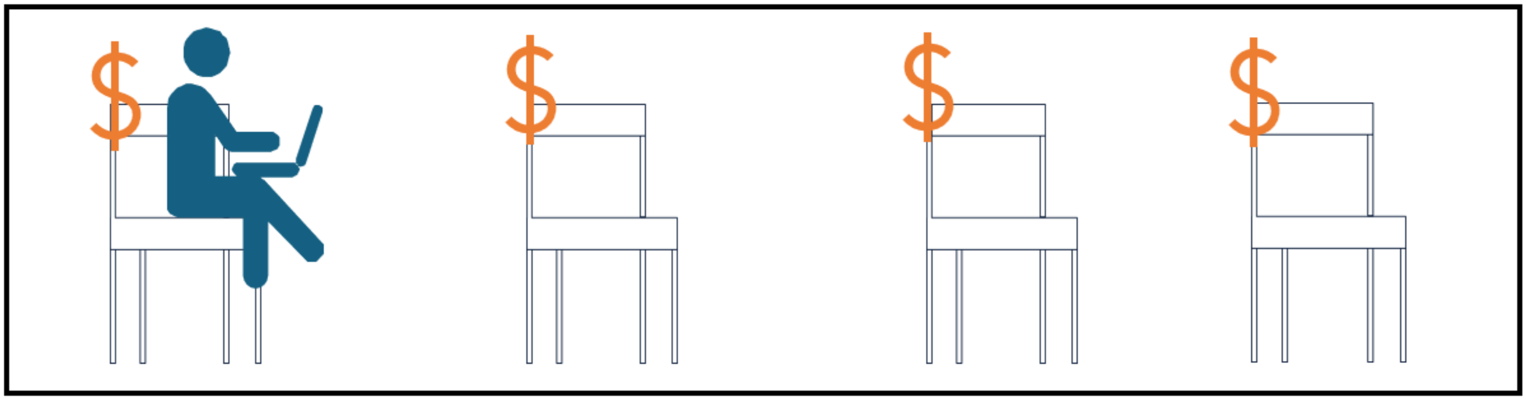
Who is this for:	People Managers
Time to complete:	5-10 minutes

What is Position Management?

Position management is an HR operating model where defined "positions" exist as independent slots in the org structure, separate from the people who fill them. This allows organizations to plan headcount, control budget, and track vacancies before any recruiting action begins.

William is a Manager and has 1 filled position and 3 vacant (budgeted for) positions in his organization.

Williams's Supervisory Organization sits below him in Workday, and has 4 budgeted positions.



Note: If William would like to hire a new employee, he can open a job requisition since there are three vacant and budget approved positions. If he wanted to hire 4 new individuals, he would need to request budget approval for the fourth position.

Positions vs. Job Requisitions

Think of a **position** as a chair. The chair exists whether or not someone is sitting in it. When you hire someone, you're filling the chair, not creating it. When someone leaves, the chair stays.

A **job requisition** is what you open when you need to find someone to sit in that chair. It kicks off the recruiting process and closes once it's filled. You don't need a req just because a chair exists; you only need one when you're actively looking to fill it.

POSITION

The “Seat”

- An approved, budgeted slot in the org structure
- Exists whether filled or vacant
- Tied to headcount budget & cost center
- Has a job profile, grade, and location attached
- Remains in the org chart whens someone leads
- Managed by Finance & Talent Management

JOB REQUISITION

The “Hire Request”

- A formal request to actively recruit & fill a role
- Open only while recruiting. Closes when a hire is made.
- Triggers the recruiting & approval workflow
- Can span multiple positions sharing the same job profile, grade and location
- Cam also be a standalone (not linked to a specific position e.g., evergreen roles)
- Managed by Recruiting & HR Business Partners

Internal Movement: Change vs. New Requisition

When a worker is moving internally, the question is whether the role is fundamentally changing or just being updated.

If the work stays largely the same and you're adjusting the terms around it, pay, level, location, budget; that's a job change. The position doesn't turn over, and there's nothing to recruit for.

If the work itself is changing in a meaningful way, a requisition is needed. That includes stepping into a role with different skills, a different function, or a different level of responsibility — even if it's for the same person. The same applies when their current position will need to be filled, or when the nature of their employment is changing, like temporary to regular or full-time to part-time.

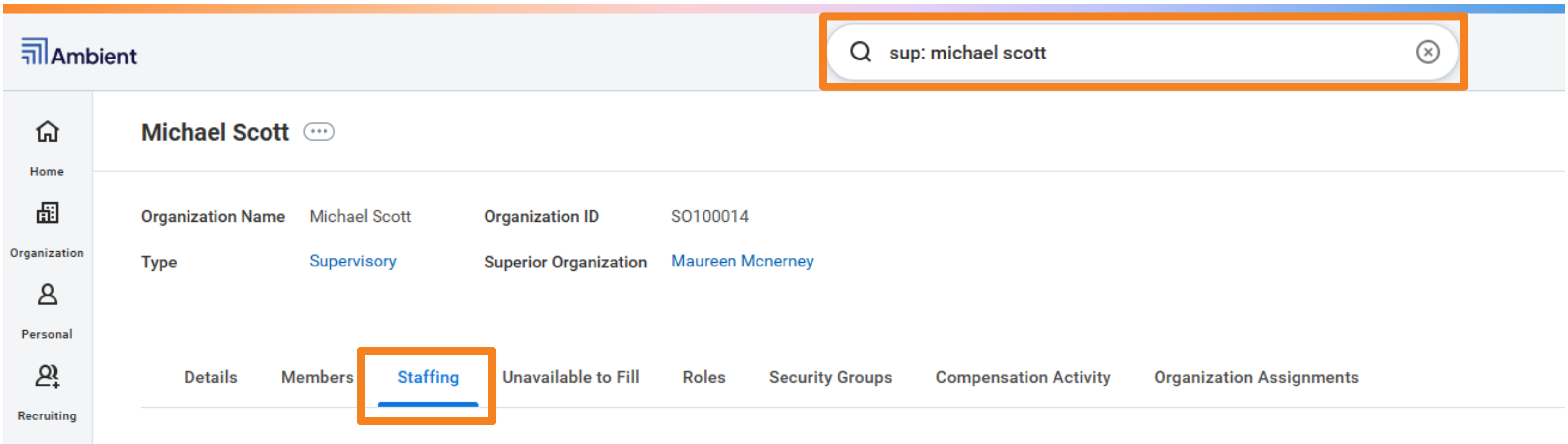
Gut check: if the change is about the person, it's a job change. If the position is turning over, open a req.

Request a Change	Role attributes are changing, not the role itself
	Salary Increase or compensation adjustment
	Level-based promotion (same function, higher level)
	Adding or modifying a bonus
	Office or work location change
	Changes to Cost Center, LOB, Reporting relationships, etc.
	Role attributes updated; core responsibilities unchanged
Open a Requisition	The nature or scope of the work is fundamentally changing
	Employee moves to an entirely new role (e.g., IC to Manager; Sales to Marketing)
	Employee is changing companies within the organization
	A new role was created specifically for the employee
	Current position will be vacated and backfilled
	PT to FT, or temporary to Regular conversation (and inverse) – in most cases

Supervisory Org Staffing in Workday

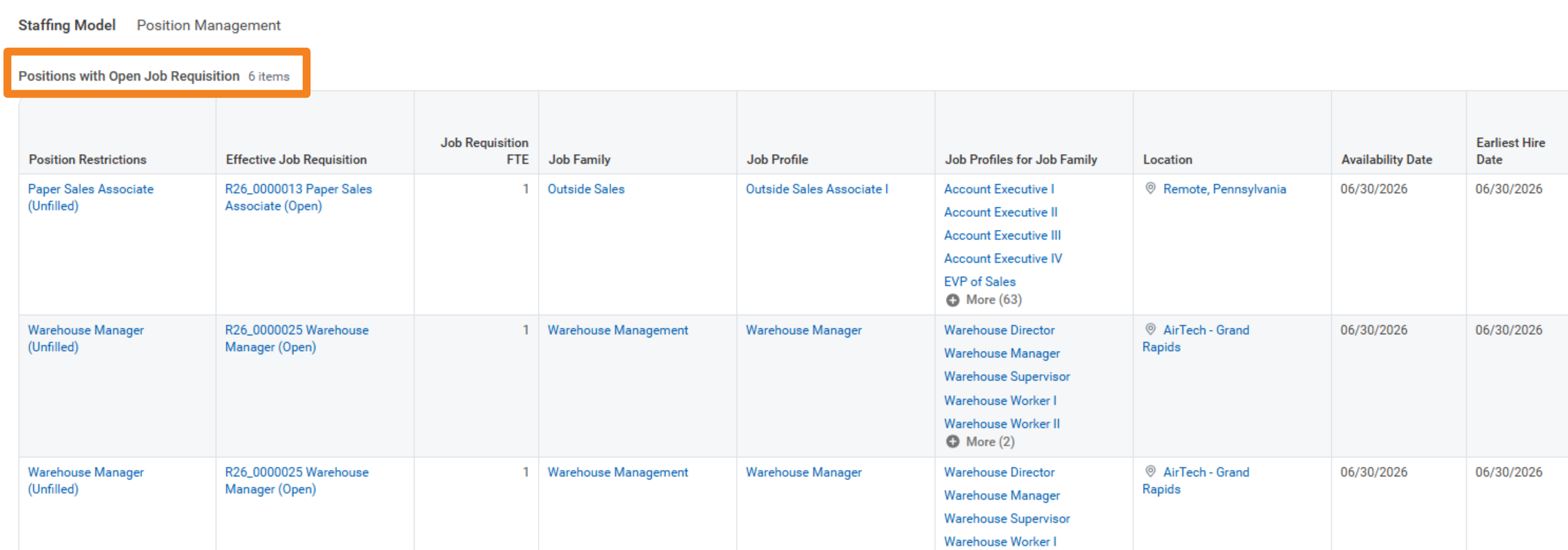
STEP 1:

From the Workday Homepage, click on the **search bar** at the top center of the screen and type **SUP: Manager Name**. This is your Supervisory Org page, that will give you all the information related to your Supervisory Organization. To see the staffing attributes, click the **Staffing** tab.



STEP 2:

The Staffing tab shows activity across your supervisory organization at-a-glance. From here, you can see which positions have open requisitions, any staffing or requisition actions currently in progress, and positions that exist in your org but do not yet have an active requisition tied to them. In the example below, **Positions with Open Job** Requisitions are displaying. If applicable, you will also see tables related to **In Progress Staffing Actions** (Data & Job Changes), **In Progress Requisition Actions**, and **Positions without Job Requisitions**.



Staffing Model Position Management

Positions with Open Job Requisition 6 items

Position Restrictions	Effective Job Requisition	Job Requisition FTE	Job Family	Job Profile	Job Profiles for Job Family	Location	Availability Date	Earliest Hire Date
Paper Sales Associate (Unfilled)	R26_0000013 Paper Sales Associate (Open)	1	Outside Sales	Outside Sales Associate I	Account Executive I Account Executive II Account Executive III Account Executive IV EVP of Sales More (63)	Remote, Pennsylvania	06/30/2026	06/30/2026
Warehouse Manager (Unfilled)	R26_0000025 Warehouse Manager (Open)	1	Warehouse Management	Warehouse Manager	Warehouse Director Warehouse Manager Warehouse Supervisor Warehouse Worker I Warehouse Worker II More (2)	AirTech - Grand Rapids	06/30/2026	06/30/2026
Warehouse Manager (Unfilled)	R26_0000025 Warehouse Manager (Open)	1	Warehouse Management	Warehouse Manager	Warehouse Director Warehouse Manager Warehouse Supervisor Warehouse Worker I	AirTech - Grand Rapids	06/30/2026	06/30/2026

References

Key Things to Know

- Before opening a requisition, review the positions on your supervisory org that do not yet have an active req. If a budgeted position already exists for the role you need to fill, your req should be tied to that position — not created independently.
- A common mistake is trying to use a job change to move someone into a substantially different role. If the work is changing, not just the terms, a req is the right path.
- Reqs go through an approval workflow before they are active; build that lead time into your plans, especially for backfills where you may feel urgency.
- The position needs to exist in Workday before a req can be opened against it. If you are adding a net new role to your team, work with your HR Partner to get the position created first.
- When in doubt, check with your HR Partner before initiating anything. It is much easier to course-correct before a transaction is submitted than after.

If you have questions or need support, here is how to get help

Support Channel	Details

For questions or support, please contact workdaysupport@ambiententerprises.com

Tip: Bookmark the Digital Resource Repository for quick access to all Workday job aids, recorded demos, and FAQs.