Start a Job Requisition to Replace a Worker

A job requisition is a request to fill a position within your supervisory organization.

Continue with this job aid if:

- You are replacing an active worker who is still in your organization and is leaving their role via a future dated termination or transfer*.

- You are replacing an employee that has terminated within the last 90 days.

* If you are **replacing an employee** who is scheduled to leave at a future date, submit an AskHR ticket **before** selecting their position in the job requisition process. This allows HR to open the position for overlap and helps avoid delays when submitting the replacement requisition.

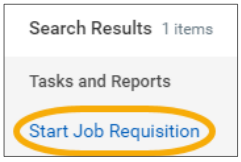
See Job Aid **Start a Job Requisition to Add a Worker/Create a new Position** if:

- You are replacing an active worker who has already left your organization via a transfer.
- You require a brand new position for the job requisition.

Workday Job Aids can be found on HRConnect under Resources & Applications > Workday Job Aids.

Go to Workday and from the home page:

1. In the search field, type **Start Job Requisition** and select the **start job requisition** task in the search results. If you do not have this option available, open an AskHR ticket to have a supervisory organization created/assigned to you. You will not be able to start a job requisition until this is done.



JOB DETAILS

Basic Information

a. **What supervisory organization is this job for?** The field will default to your supervisory organization. Update the field only if the position is under one of your subordinate's supervisory organizations.

b. **This job will ____.** Choose **"replace a worker"** by clicking the radio button.

c. **Select a worker to replace**. Click the prompt icon and select the option for the worker that you are replacing. If you are selecting "Active Workers in selected organization" then the worker must have a future dated termination/transfer processed in Workday to proceed.

Job Information

a. **Job Profile.** This field will auto populate to the job profile of the worker you selected. If you want to change it, choose one of the **"suggested for you"** profiles or click the prompt icon and search for the correct profile.

b. **Job Title**—this field will auto populate based on the job profile.

c. **Job Description Summary**—this field will auto populate based on the job profile. If nothing appears, leave the field blank.

d. **Job Description**—this field will auto populate for most jobs. Job descriptions have been reviewed and evaluated by HR Business Partners and Compensation. **Please do not edit job descriptions in this field**. If you feel edits are necessary, contact your HR Business Partner. If a job description did not auto populate for a non-represented job, you must copy and paste the job description directly from a WORD document. If you don't have a WORD version of the job description, contact your HR Business Partner.

EVERSOURCE workday.

Worker Information

a. **What location is this job based in?** If the default location is not correct, choose one of the "suggested for you" locations or click the prompt icon and select the applicable location.

b. **Add additional locations**. If the job is able to be based out of another location, click the prompt icon and select the additional location.

c. **Are you hiring a new employee or contingent worker?** The system will default to **Employee** which is correct. We do not hire contingent (contractor) workers through Workday.

d. **What type of worker are you hiring?** The system will default to **Regular** which is correct.

e. **Is this job full time or part time?** The system will default to Full Time. Change to Part Time, if applicable.

f. **What are the scheduled weekly hours for this job?** The system will default to **40**. Update the hours if needed for a part time position.

Cost Information

a. **Select a company.** The company will auto populate based on the company of the worker you are replacing. Click the prompt icon to update if it is not correct. If you do not know what company to select, please ask your manager or budget analyst.

b. **Select a cost center**. The cost center will auto populate based on the cost center of the worker you are replacing. Click the prompt icon to update if it is not correct. If you do not know what cost center to select, please ask your manager or budget analyst.

Recruiting Information (the recruiter will adjust the responses below as needed)

a. **When would you like this worker to start?** The system will default to "As soon as possible" which is recommended.

b. **Recruiting Instructions**—click the prompt icon and select **Post Internally and Externally**. This is a required field even though there is no asterisk.

c. **Select a primary location to post this job**. This should match the location you previously indicated where the job is based in. Click the prompt icon to update if this is not correct.

d. **Select additional locations to post this job?** This should match the additional location you previously indicated where the job could be based in. Click the prompt icon to update if this is not correct or leave blank.

e. **Why are you creating this job?** Click the prompt icon and select **"Create Job Requisition > Replacement."** Then select **Replacement > Replacement.**

f. **What is the justification for this job?** Type the name and 6 digit employee number of the active employee who is leaving or who has vacated this position and the reason why (retirement, accepted another position within the company- include the organization they moved to).



Click the orange Submit button when done.

The request will be routed through the approval process and come back to you for final review and approval.