## Create Position, Edit Position, Hire, Transfer

Cost Center Analysts (CCA) are responsible for reviewing the Change Organization Assignment process. The following outlines how to do so as a result of business processes initiated by a manager or HRBP, such as in the case of creating a position, editing a position, hiring, or transfering.

## Change Organization Assignments – Manager

After the manager has created the position or initiated the job change, and the request has been approved by the HRBP, the manager will be prompted to assign the Cost Center assignment.

1. The manager will receive a Workday Action item to Change Organization Assignments.

Inbox	
Actions (1)	Archive
Viewing: All v	Sort By: Newest
Assign Organizations: Cre Process Analyst	ate Position: Business

2. The manager should review the details of the request to ensure accuracy.

Change Organization Assignments Assign Organizations: Create Position: Business Process Analyst
30 second(s) ago - Due 09/09/2018; Effective 09/07/2018
Start
Details
Effective Date * 09/07/2018
Supervisory Organization Project Management Process & Tools

3. The manager ensures the **Cost Center** is accurate or selects the appropriate one from the dropdown menu.

Cost Center	
Cost Center ★	
search	≔
× 60332 PM PROCESSES & TOOLS	

4. The manager **Submits** to elevate the step to the Cost Center Analyst for review and approval.

## **Review Organization Assignments – Cost Center Analyst**

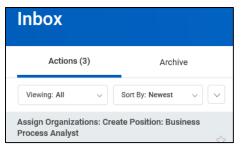
1. You will receive a Workday Action item to Assign Organizations. Select the Action for more details.





## Change Organization Assignment:

Create Position, Edit Position, Hire, Transfer



2. Review the details of the request. Note that all added or changed items are marked with blue dots.

	Review Organization Assignments Assign Organizations: Create Position: Business Process Analyst Actions	Σ2	đ	ŝ	5
	2 minute(s) ago - Due 09/09/2018; Effective 09/07/2018				
	Organizations				
	Company				
	Company ★ 110 Williams WPC-I, LLC. added				P
	Cost Center				
	ogat Center ★ 6J332 PM PROCESSES & TOOLS added				Ø
	Other				
6	Operating Unit 00061000 ES SUPPORT GROUP DIRECT added				P
	EERC 0000000 DEFAULT added				P

- 3. Use the **edit icon** to make changes where necessary. You will need to update to accurately reflect where the default costs should be allocated. Though the manager may have already done so, you are responsible for validating and updating as necessary.
- 4. Once you verify the information is accurate, click **Approve**.
- 5. The create position or job change business process will proceed to subsequent steps.



