Manage Unfilled Positions

Position management is fundamental to maintaining accurate data in Workday. Position data impacts a wide range of business functions, including headcount forecasting and budgeting, DOT compliance, job profile, and employee pay status.

- If you need to make changes that associate with the worker, use **Change Job**. Edits to the position remain with the position even if/when it becomes vacant or filled by another worker.
- Once the position is occupied by a worker, use **Edit Position Details** rather than the process outlined below. See the Edit Position QRG for details

If the position is vacant, there are several potential business processes to utilize, depending on business need: **Edit Position Restrictions**, **Close Position**, or **Manage Position Freeze**.

Edit Position Restrictions

Use the **Edit Position Restrictions** business process to change associated details of a *vacant* position Editable fields include job posting title, availability/earlier hire date, job family, job profile, location, time type, worker type or worker sub-type.

There are two critical dates to be aware of in the position related to headcount budgeting:

- The Availability Date is the date the position is available to begin the recruiting process. If you need to begin the recruiting process before the Availability Date, you will need to edit the position restrictions.
- The Earliest Hire Date is the date you expect the position to be occupied (for example, 30 days from the Availability Date) and will also inform when the position's costs are reflected in your budget. Best practice is generally to separate the Availability Date and Earliest Hire Date by 30 days; however, this date can be adjusted out if you anticipate a longer time to fill. Keep in mind, once a position has a requisition associated with it, it cannot be edited.

1. To get started, first search 'edit position restrictions' using the Workday search bar. From the search results, click **Edit Position Restrictions**.
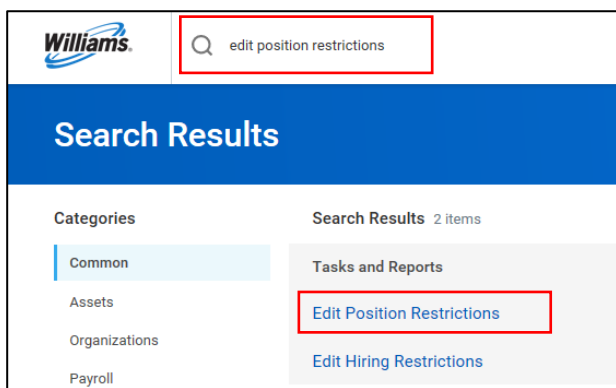

2. From the **Position** dropdown, select the **Position** to edit. **Be sure the position you select is vacant.**
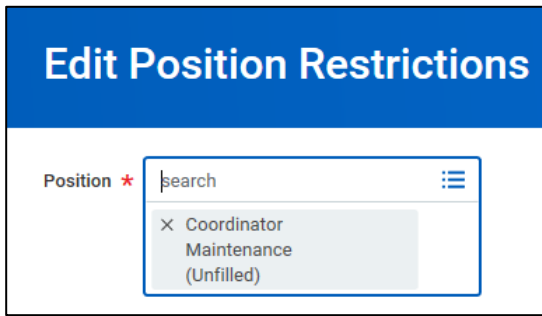
3. Under **Position Change Reason**, select **Edit Position**, then **Change Position Details**. Note: If you would like to process a **DOA Override** for a filled position, you should use the Edit Position process.
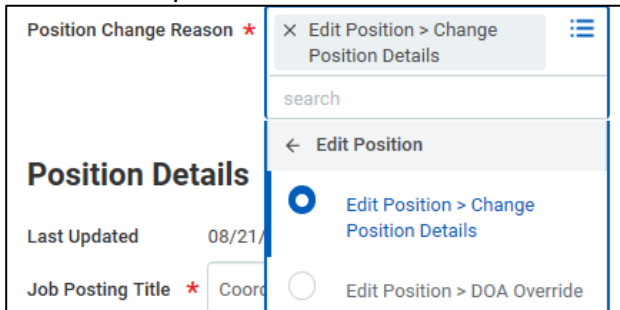
4. Under **Position Details**, you can make changes to the Job Posting Title by typing directly in the field.
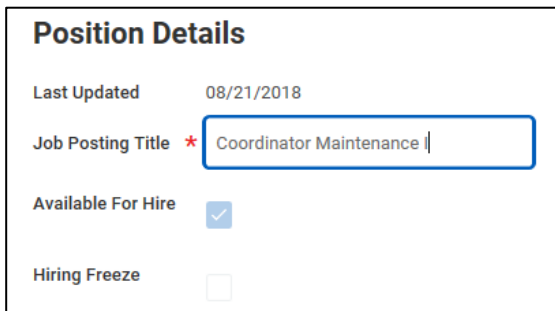
5. You *cannot* make changes to **Available for Hire** or **Hiring Freeze** here.

6. Under **Hiring Restrictions**, you can make changes to:

- **Availability Date** (please not that once the position is created this field cannot be changed if the current availability date is in the past; if this is the case consider freezing or closing the position and creating a new one at the appropriate time)

- **Earliest Hire Date**

- **Job Family**

- **Job Profile**

- **Location** (all available Williams worksites)

- **Time Type** (Full Time or Part Time)

- **Worker Type** (Employee or Contingent Worker)

- **Worker Sub-Type** (Intern, Project, Employee, Regular)

7. Make the desired changes, then click **Submit** to complete your request. No additional approvals are required.

Close Position

Use the **Close Position** business process to functionally delete a position. Though records of the position will remain, **once closed the position cannot be reopened**.

If the position has a requisition associated with it, the requisition must be closed first and the position can be closed at the same time. Work with your HRBP in this case.

1. To get started, first search 'close position' using the Workday search bar. From the search results, click **Close Position**.

2. From the **Position** dropdown, select the **Position** to edit. **Be sure the position you select is vacant.**

3. Click **OK**.

4. Enter a **Close Reason** and a **Close Date.**

Close Reason	× Close Position or Headcount > Close Position > No Longer Needed	☰
Close Date ＊	05 / 10 / 2019 📅	

5. It is recommended that you enter comments in the comment field on the reason for the cold.

6. Click **Submit** to complete your request. No additional approvals are required.

Freeze/Unfreeze a Position

Use the **Manage Position Freeze** business process when a position is on hold; for example, when the need for the position is being evaluated for a number of months. When the position is frozen, recruiting activity cannot be initiated on the position. However, the position is still counted and budgeted.

1. To get started, first search 'position freeze' using the Workday search bar. From the search results, click **Manage Position Freeze**.

2. From the **Position** dropdown, select the **Position** to edit. **Be sure the position you select is vacant.**

Manage Position Freeze

Position ＊	× Operations Technician III (Unfilled)	☰

3. Click **OK**.

4. Enter a **Freeze/Unfreeze Reason** and a **Freeze/Unfreeze Date...**

← Manage Position Freeze

Position Group	Operations Technician III - Ben Johnson (Position Vacate:05/11/2019)
Organization	Atlanta - Transco Station 120 (Eddie Gibson)
Freeze/Unfreeze Reason	☰
Freeze/Unfreeze Date ＊	MM / DD / YYYY 📅
Last Updated	04/05/2019
Frozen	☑

5. It is recommended that you enter comments in the comment field on the reason for the cold.

6. Click **Submit** to complete your request. No additional approvals are required.