**MC** MONTGOMERY COLLEGE

**Position Management Overview**
*Quick Reference Guide for Managers*

## Overview

Position Management is a staffing model in Workday. Managers can use Workday to create Job Requisitions to add new headcount to their teams. Managers can also create positions to hire Contingent Workers.

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## Position Management Overview

### Why is Position Management important?

- Enables managers to understand budgets and better track head count within a position management supervisory organization.
- An employee cannot be hired or transferred if there is no open position.

### What is a Supervisory Organization?

- A supervisory organization is a team consisting of a people manager and direct reports of the manager.
- Key characteristics of supervisory organizations:
  - The supervisory structure is hierarchical (supervisor/subordinate relationships).
  - Managers must have a supervisory organization to be a hiring manager.
  - All direct reports of a manager are in one supervisory organization.
  - An employee may only have one manager assigned.
  - Managers are a part of the supervisory organization of their subordinate organization (the supervisory organization their manager leads).
  - Managers may only directly manage one supervisory org.
    - However, managers may also manage inherited supervisory organizations, which are teams that roll up to the manager and do not have a manager actively assigned to the supervisory org.
- An open position in a supervisory organization is an unfilled position, which may or may not have a Job Requisition associated.

### What is a Position?

- A position is assigned to a job profile, not a person. You can also think about a position as a chair, you need to have one to seat each employee. You can view position details by clicking on a position's blue hyperlink. Here are some key characteristics of positions:
  - Each worker must be assigned to a specific position in an organization or team, like having a chair at a table.
  - An unfilled position (or chair) is called an open position.
  - A position can only be occupied by one worker at a time.
  - Security is tied to the position, not the worker.

### What is a Worker?

- A worker is a person who occupies a position. This can be an employee or contingent worker.
- If a worker is transferred or separated, then the position attributes remain on the position. The position still exists (unless closed by HR) and the position history is tracked.
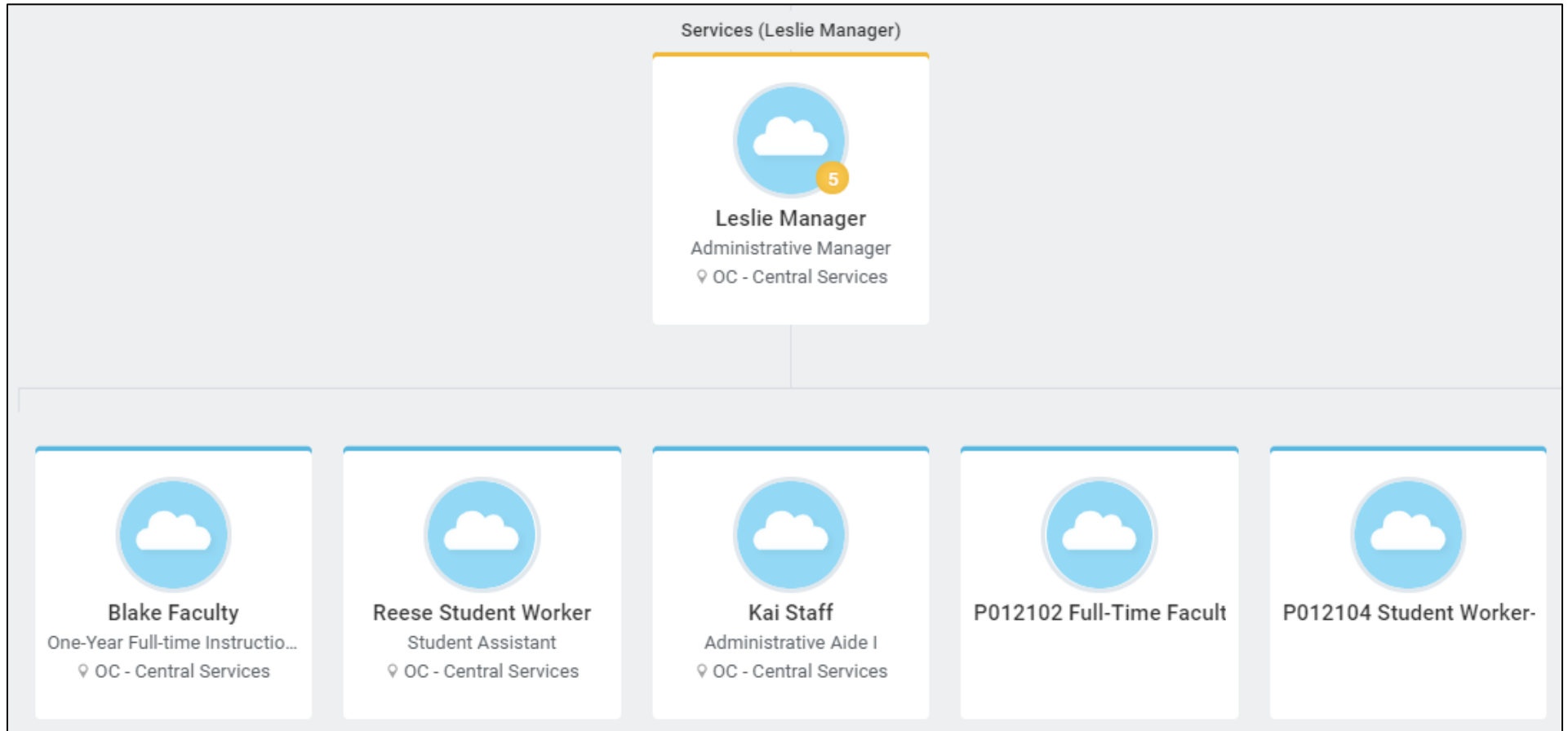
## What is a Contingent Worker?

- Employed and paid through a third-party staffing agency for a temporary placement with Montgomery College.
- Not employees of Montgomery College.

## What is a Job Requisition?

- A Job Requisition is the formal request by a manager to hire or backfill someone.
- Managers are responsible for creating job requisitions for JM positions in Workday. The process is outside the system to fill PM positions.
- Job Requisitions are used by recruiters in the recruiting process to fill positions.

**Example Supervisory Organizational Chart**

Services (Leslie Manager)

**Leslie Manager**
Administrative Manager
⦿ OC - Central Services

**Blake Faculty**
One-Year Full-time Instructio...
⦿ OC - Central Services

**Reese Student Worker**
Student Assistant
⦿ OC - Central Services

**Kai Staff**
Administrative Aide I
⦿ OC - Central Services

**P012102 Full-Time Facult**

**P012104 Student Worker-**

## Position Management Scenarios

The scenarios below describe how headcount, staffing, and transfers commonly occur at Montgomery College. If you need support, contact HR.

| Scenario | Action |
|---|---|
| My employee is transferring to a new position after applying to an internal job posting. | **To move the employee:**<br><br>If your employee has applied to a new position, interviewed, and accepted the role, the Recruiter and HR process the transfer in Workday. You do not have to complete the Job Change business process for the employee moving to a new role, whether the new role is on your team or reporting to a new manager.<br><br>**To backfill the position:**<br><br>The incumbent's change job process needs to be completed (not effective) to hire someone into the backfilled position.<br><br>To backfill, you must complete a recruitment request form, obtain SVP endorsement, and email form to Recruiting Manager. |
| My employee should report to a new manager and I will not be backfilling the position. | **To move the employee:**<br><br>Contact HR or your supervisory organization's administrator to move the employee. Contact HR to close the position. |
| My employee is being promoted (reclassified) within their existing position. | **To promote the employee:**<br><br>Request a Reclassification review via a job change in Workday by searching for the **Start Job Change** task or completing off the worker's name using the relation actions icon. Please see the *Change Job - Managers* job aid for guidance. Since the employee is not vacating the position, there is no ability to backfill. If you need an additional headcount you will need to create a position (see I need to create a new position scenario below).<br><br>HR will complete the reclassification request. |
| I need to request a contingent worker or a casual temp. | **Create a new position:**<br><br>Budget creates brand new PM positions. If you would like to request a contingent worker, you need to contact an external staffing agency vendor. |

| | |
|---|---|
| My employee is leaving MC and I want to backfill the position. | **To separate the employee:**<br><br>Please encourage the employee to submit their resignation in Workday. You can also process the voluntary separation in Workday. Please see the *Voluntary Separation* job aid for guidance.<br><br>**To backfill the position:**<br><br>The Hiring manager must enter the separation date as soon as possible. The incumbent's separation needs to be completed (not effective) to hire someone into the backfilled position.<br><br>To backfill, you must complete a recruitment request form, obtain SVP endorsement, and email form to Recruiting Manager. |
| My employee is changing locations. | **To change the employee's location:**<br><br>Contact HR or your Supervisory Organization's Administrator to initiate a job change for a location change. |
| I need to add or end an additional job for my employee. | Please contact HR if an employee needs to add or end an additional job. Contact Recruitment if a Part-time faculty job need to be added to a current staff exempt employee. |

## Related Training Materials

**Manager Job Aids:**

- Job Change – Manager

- Voluntary Separation – Manager

- Staffing Transactions Reference Guide

**Manager Videos:**

- Overview of Change Job – Manager

**HR Job Aids:**

- Job Change – Administrator

- Process Separation – HR