Overview

Workday's organizational structure is built on position management, which means each employee or contingent worker has a unique position (or box on the organization chart). Positions are grouped under a hierarchy of supervisory organizations led by managers, and each supervisory organization reports upwards, all the way to the CEO.

BaxTalent remains our system for recruiting and hiring regular employees. As a result of an automatic integration between BaxTalent and Workday, all regular employees will be assigned to a unique position (or box on the organization chart) in Workday. Neither managers nor HR need to create positions for regular employees in Workday.

By contrast, our temporary hires – known as Contingent Workers – do require positions, some of which are initiated in Workday. There are three types of contingent workers: Contingent Labor, Consultants and Other Service Providers.

Countries **with** Fieldglass will continue to hire Contingent Labor workers through that system. Fieldglass will send contingent labor information automatically to Workday, and the contingent labor position will be created at the same time. However, managers in these countries must still utilize Workday to hire Consultants and Other Service Providers. For those types of workers, use the instructions in this guide to create a position in Workday.

Countries **without** Fieldglass will hire all types of contingent workers through Workday. Use the instructions in this guide to create positions in Workday for these workers.

Note: Before beginning this process, if you are not set up in Workday with a Supervisory Organization (i.e., you do not currently have employee or contingent worker direct reports, or have never had direct reports), a Supervisory Organization must be created before you can proceed. To request a supervisory organization, you, your manager, or your HR Partner can submit a ticket via HRCentral.

Key Concepts
- Obtain verbal approval from your manager and HR before creating a position in Workday.
- **Note:** For countries **without** Fieldglass, new positions for budgeted and non-budgeted contingent labor require an approval in Workday before the process successfully completes.

Contingent Worker Scenario	Contingent Worker Type	My Country has Fieldglass (Yes/No)	Action
I am hiring a Contingent Worker…	Contingent Labor	Yes	Use **Fieldglass** to contract, manage and terminate your contingent labor personnel.
		No	Use **Workday** to contract, manage and terminate your contingent labor personnel.
	Consultant	Yes	Use **Workday** to contract, manage and terminate your contingent labor personnel.
		No	
	Other Service Provider	Yes	Use **Workday** to contract, manage and terminate your contingent labor personnel.
		No	

Create Positions for Contingent Workers

1. On the Workday Home page, click the **Hiring** worklet.
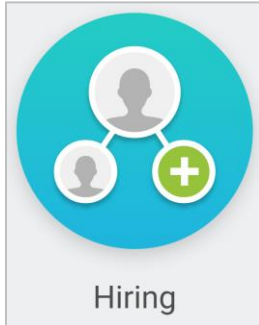
2. Under Actions, click **Create Position**.

   Reminder: If you are not set up in Workday with a Supervisory Organization (i.e., you do not currently have employee or contingent worker direct reports, or have never had direct reports), a Supervisory Organization must be created before you can proceed. To request a supervisory organization, you, your manager, or your HR Partner can submit a ticket via HRCentral.

3. The **Create Position** page displays.

   - As a manager, your supervisory organization defaults. To change the supervisory organization, click the icon.
   - Click **OK**.

4. The **Create Position** form displays.

   - Click the icon to select a **Position Request Reason**.

Reason	Description
Contingent Worker: Budgeted	A resource need that was identified and approved as part of the year-end budgeting process.
Contingent Worker: Non-Budgeted	A resource need that has been identified but was not approved as part of the year-end budgeting process.
Employee	Ignore; managers may not use the Create Position process for regular employees.

   - Enter a **Job Posting Title** that is consistent with the role and responsibilities.

     Note: The position will not be posted to a job board.

   - The **Number of Positions** defaults to 1; increasing this number will cause multiple, identical positions to appear within your supervisory organization. To create more than one position, repeat the Create Position process.

Scroll down to the next section.

- There are two tabs: **Hiring Restrictions** and **Qualifications.** (Baxter will not utilize the Qualifications tab, so do not enter any data.)
- Click the ⬚ icon to choose the **Availability Date** and **Earliest Hire Date**.

    Note: Best practice is to choose "today" for both dates; if you enter a future date, the position will not appear in your organization and you cannot contract the worker until the date arrives.

- Skip the **No Job Restrictions** and **Job Family** fields.

- Click the ☰ icon to select a **Job Profile**. For contingent workers, there are only three job profile categories from which to choose:

Reason	Description
Contingent Labor	Contingent Labor is the most common type of Baxter contingent worker and usually includes roles such as IT consultants, manufacturing line workers/operators, interns, and temporary or seasonal workers.
Consultant	Used for advisory consultants focused on strategic, operational, capability or niche work (e.g. Finance), but not related to banking or insurance.
Other Service Provider	Used for outsourced business services, managed services, and consultants working in fields such as marketing, legal, training and development, audit/tax preparation, government affairs, etc.

In the **Job Profile** search field, type either "Contingent Labor", "Consultant" or "Other Service Provider" and press **Enter**; the job profile will auto-populate.

- **Job Description Summary/Job Description:** Skip these fields.
- Click the ☰ icon to choose the **Location**, **Time Type**, **Worker Type** and **Worker Sub-Type**.
- Skip the **Critical Job** and **Difficulty to Fill** fields.
- Click **Submit**.

Up Next: Change Organization Assignments

The Organization Assignments determine where the position "sits" within Baxter and how it's paid for.

5. Click the [Open] button.

    Note: If you step away from your computer, you can find this action item in your Workday inbox. The Create Position process will not proceed until all steps are completed.

6. The **Change Organization Assignments** page displays.

- The **Company** and **Cost Center** default based on your supervisory organization. To make an edit, click the ✏ icon.

Scroll down to the **Other** section.

- For these categories, click the ✏ icon to make edits.

Reason	Description
Business / Sub-Business	Search for and select your Business / Sub-Business code. If you don't know it, you can find it in Workday using the instructions below. **Business:** The highest organizational unit in which a position resides. Includes commercial businesses, functions, regions, Corporate Services and the Baxter Credit Union. **Sub-Business:** A secondary organizational unit within a primary Business, as defined by the primary organization.

To find your Business / Sub-Business code, access your Workday employee profile and click the **Job** tab.
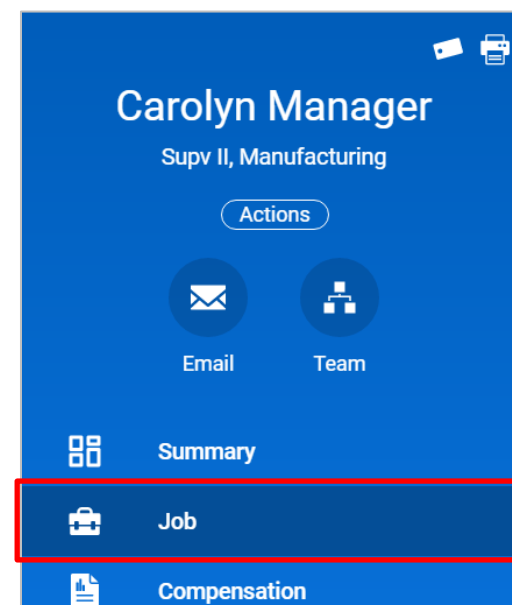
Click **Organizations**, then look for the Business / Sub-Business code.

Reason	Description
Benefits Program Code	Identifies the Benefits Program Code associated with the individual's work location. Defaults from the individual's work location and is used for benefits purposes. **Note:** Even though Contingent Workers are not eligible for benefits, this is a required field and you must accept the default.
GL Pay Type	Identifies whether wages for the work done by an individual is a Direct cost of manufacturing (touches the product or provides a service) or an Indirect cost (overhead).
Funding Entity	**Note:** Ignore for Contingent Workers. Identifies a component used to calculate an employee's MICP award payout, if applicable. An employee's Funding Entity typically is the same as the Funding Entity of their manager, and should not be changed unless previously discussed with HR.

Reason	Description
ISO Train	This required field identifies the ISO Train Department Code associated with the Location where an individual works. Defaults from the individual's work Location and is used for training purposes.
EU Tracking Flag	**Note:** Ignore for Contingent Workers. Used by Pan European Cost Sharing (PECS) to accurately distribute expenses (primarily employee related) across Europe and thus ensure tax deductibility. Identifies employees with Pan European responsibilities. Do not change unless previously discussed with HR.
GLT Member	**Note:** Ignore for Contingent Workers. Identifies whether an employee is a member of the Global Leadership Team.
Taleo User Group	**Note:** Ignore for Contingent Workers.

- Click **Submit**.

  Note: If an approval was required for the newly created position, the process will not be considered complete until you have received an approval notification in Workday.

The position will appear as an empty box on your org chart as of the effective date, until you have filled it with a contingent worker.

Additional Support
Access HRCentral for the HRCentral Support phone number or online assistance.