



Talent Acquisition Job Aid

**ORGANIZATIONAL /
POSITION MANAGEMENT**

**NOTE: WORKDAY IS CONSTANTLY UPDATING THEIR TOOLS, SO THIS JOB AID
MAY NOT REFLECT EXACTLY WHAT YOU SEE IN WORKDAY.**

Organizational / Position Management

VIEWING OPEN POSITIONS

TA can view open positions for any Organization at Sysco.

1. Type **view open positions** into the search bar and select it from the search results.

View Open Positions

View a summary of open positions in an organization. Enal well as the number of pre-hires for each position. Details in

2. Search for and select any Supervisory Organization in the **Organization** field.

View Open Positions

Instructions Report includes current openings.

Organization * Sysco Detroit

Include Subordinate Organizations

3. Click **OK**.

4. You'll see a list of all the open positions in that Organization, along with their restrictions and earliest hire date.

22 items

Organizations including Staffing Organizations	Manager(s) - Supervisory Organization	Position or Hiring Restrictions	Earliest Hire Date	Position Count - Available	Pre-Hires
100400058 WHSE - Warehouse - Detroit - Sysco Detroit Operations 1 (Johnny Galindez Jr) US0058 Sysco Detroit, LLC	Johnny Galindez Jr	40058207 Facility Technician (Unfilled)	06/04/2018	1	0
250050058 SALES - Sales Trainee - Detroit - Sysco Detroit Local Sales 8 - D2E (David Daiek (Inherited)) US0058 Sysco Detroit, LLC	David Daiek	40073119 Sales Trainee (Unfilled)	07/09/2018	1	0
250050058 SALES - Sales Trainee - Detroit - Sysco	Bradley Button	40078335 Sales Trainee (Unfilled)	08/13/2018	1	0

5. You can export the list to Excel, apply filters or set grid preferences by clicking the icons in the upper right corner of the list.



Organizational / Position Management

CONTRACTING A CONTINGENT/NON-EMPLOYEE WORKER

Hiring a contingent/non-employee worker can be done **only** after a position has been created and approved. Sysco guidelines and policies for contingent workers must be followed. Check with your HRBP before you begin this process.

1. Type **contract contingent worker** into the search bar.
 2. Click **Contract Contingent Worker** in the search results.
- Contract Contingent Worker**
3. Your Supervisory Organization will be auto-filled.
 4. Click the button next to **Create a New Pre-Hire**, then select the position you're creating a requisition for.



5. Click **OK**.
6. Enter the first and last name of the Contingent/Non-Employee Worker.
7. Click **Contact Information** and enter a phone number or an email address. You can enter "9999" in the phone number tab if no information is available.
8. Click **Next**.

9. Enter the **Contract Start Date**.
10. Enter the reason for the contract.
11. In the **Position** field, select **Positions Without Requisitions**.
12. Select the position you created for this worker.
13. **Contingent Worker Type, Job Profile, Time Type** and **Location** will be auto-filled from the position.
14. Enter the **Contract End Date**.

NOTE: Contract end date cannot be more than six months after start date.

15. Click **Submit**.

NOTE: Additional approvals are required. You can view approval status in your Inbox Archive.

Organizational / Position Management

ENDING A CONTINGENT WORKER'S CONTRACT/TERMINATING A NON-EMPLOYEE WORKER

You can terminate the contingent/non-employee worker by ending the worker's contract.

1. Type **end contingent worker contract** into the search bar.
2. Click **End Contingent Worker Contract** in the search results.

End Contingent Worker Contract

3. Type the worker's name into the **Contingent Worker** field.

Contingent Worker *

4. Click **OK**.
5. Enter the **Contract End Date** and the **Reason**.

Contract End Date	*	<input type="text" value="09/30/2018"/>
Reason	*	<input type="text" value="End Contingent Worker Contract > End of Temp Assignment"/>

6. If you don't need the position anymore, check the **Close Position** box.

Close Position

If you plan to refill the position in the future, you can leave it open.

7. If you plan to overlap the position (hire a replacement before the Contract End Date), check the **Is this position available for overlap?** box.

Is this position available for overlap?

8. Click **Submit**.

Submit

NOTE: If the contingent worker is moving to a regular Associate position, the contract must end at least one day prior to the start date.