

# An Introduction to POSITION MANAGEMENT

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## STEP 1: CREATE POSITIONS

A position is a seat in your organization.

**IMPORTANT:** Creating a position is the technical part of adding headcount into your organization. You should only start the **Create a Position** process in Workday after you have received budget approval or discussed with your business leader.

To add headcount, you build a new seat using the **Create Position** action in Workday.



Each seat has a **Job Profile** that describes the job and pay range for someone in that seat. The pay range will only be viewable by you and those above you.



**You can't recruit or hire associates until you build seats for them!**

You can have empty seats, but every associate **must** have a seat.

## STEP 2: FILL THE POSITIONS

You can fill positions only after they've been created and approved.

For **Competitive** positions (for example, a new Warehouse Selector):

Start by creating a requisition using the **Create Job Requisition** action in Workday. A requisition is like a Help Wanted sign that shows you're ready to hire.



Talent Acquisition will post the position and recruit candidates...



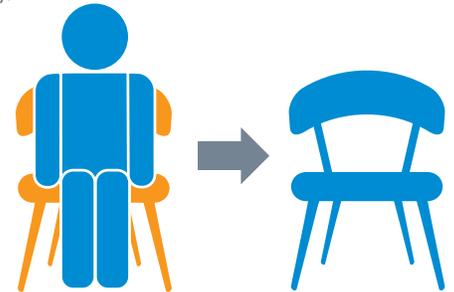
...and then hire the chosen candidate through Success Factors.

You can monitor the status in Success Factors. Once the hire is complete, you can find your new associate in Workday by typing his/her name into the search bar.



For **Non-Competitive** positions (for example, promoting a Sales Trainee to a Marketing Associate position):

No requisition is required. Just move the associate into the new seat using the **Change Job** action in Workday.



You can close the old seat/position if you don't need it anymore, or you can keep it and refill it by opening a new Job Requisition.

**Promotions, Demotions and Transfers Work the Same Way!**

For promotions or demotions, build a new seat using the **Create Position** action (unless you already have a seat open with the same Job Profile). Then use the **Change Job** action to move the associate into it. For transfers, the receiving manager creates the position.

### POSITION OVERLAP: A Special Feature of Workday

If an associate is leaving your organization soon, you don't have to create a new position for his replacement! Workday allows position overlap, meaning the current associate and new associate can temporarily share the same seat. You can select the *Overlap Position* option for any termination that has a future date.





## CLOSING POSITIONS

Closing positions is an important part of managing resources at Sysco. Each time you terminate an associate, you will be asked if you want to close the position. Keeping positions appropriately open or closing them if not needed allows Sysco to effectively manage resources.

### WHEN to close positions:

When you have a change in your team, evaluate whether a vacated position should remain open (even if you aren't filling it right away) or should be closed. You should also review your open positions quarterly to decide if they should remain open for a longer period of time.

### HOW to close positions:

1. Click the **My Open Positions** icon on the home page.
2. Place your cursor over a position name and click the orange **Actions** button.
3. Click **Position Restrictions** > **Close Position**.



## POSITION MANAGEMENT FAQs

### If I am backfilling a current position, do I need to create a position?

Generally, no. As long as you left the position open when you terminated or moved the associate who occupied the position before, you can go directly to **Create Job Requisition**. If the position was closed for some reason, you will need to start the process by creating a new position.

### What should I do if I am unsure if I should create a position?

You should only create a position if you have financial authority to add headcount or you have received approval from your manager or someone with financial authorization to do so. While the system will allow you to submit a **Create Position** transaction, remember that it will route for approval. So be sure you have permission to start this transaction. When in doubt, talk to your manager and/or HRBP for clarification.

### What if the Job Profile I need isn't available for me to select when I try to create a position?

If a Job Profile isn't available, that means it has not been created by the Total Rewards team. Check with your HRBP to discuss your business needs and the process for requesting a new Sysco role.

### What's the difference between Create Position and Create Job Requisition?

**Create Position** creates a seat or headcount in the organization. **Create Job Requisition** happens after the position is in place or approved and starts the process of creating the job posting.

### What if I see positions on my team that aren't really valid or needed?

Closing positions is a judgement call. You should review your open positions quarterly. Is the position budgeted? Does your budget allow you to fill the position within the next 6 months? If you answer no to either of these questions, then go ahead and close the position.