



Manager and HR Job Aid

**TRACKING YOUR OPEN POSITIONS
AND JOB REQUISITIONS**

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

TRACKING YOUR OPEN POSITIONS AND JOB REQUISITIONS

Managers have the ability to view details about the staffing of their Supervisory Organization (a representation of the members of their organization), including open positions, requisitions, approvals, etc.

For quick access to a list of your open job requisitions or open positions, just click the **My Open Requisitions** and **My Open Positions** worklets on your home page:



My Open Requisitions



My Open Positions

For a more detailed view:

1. Type your own name into the search bar.
2. Click on the option that includes “Supervisory Organization.”

Search Results 3 items

Common

[Dane Hocker](#)
President - Tier III - FP-SSMG - US | FP-Central FL-G&A-President (Preston Fletcher) | Freshpoint Central Florida Associate

[Dane Hocker](#)
President - Tier III - FP-SSMG - US | Corp - FreshPoint Inc (Robert Gordon (Inherited)) | Sysco Corporate Associate

[FP-Central FL-Ops-VP_ \(Dane Hocker\)](#) Supervisory Organization

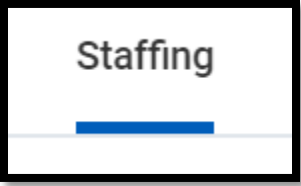
3. You will see a series of tabs, explained in the following pages.

Members

Members Tab: Shows the names of your subordinates and the positions they currently hold (your filled positions)

Example:

Worker	Position	Phone	Email	Location
Dwain Peachey	60187547 Manager, Transportation - FP - RDC - US			📍 Freshpoint Central Florida
Etsuko Mogahey	60187595 Manager, Outbound - FP - US			📍 Freshpoint Central Florida
Les Temblador [C]	60187703 Administrator, HR Time & Data			📍 Freshpoint Central Florida
Natisha Meints	60187544 Manager, Operations - EI - FP - Guest - SSMG - US			📍 Freshpoint Central Florida
Waltraud Samayoa [C]	60187704 Contractor			📍 Freshpoint Central Florida



Staffing Tab: Shows your available positions, with and without job requisitions.
Open positions with pending approvals are also included.

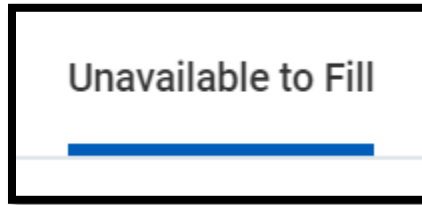
Staffing Model Position Management

Positions with Open Job Requisition 1 item

Position Restrictions	Effective Job Requisition	Job Requisition FTE	Job Profile	Location	Availability Date	Earliest Hire Date	Time Type	Worker Type	Worker Sub-Type
60062910 Business Projects-L2-1 (Unfilled)	R0004767 Business Projects-L-2-1 (Open)	1	Business Projects-L-2	📍 Sysco Corporate	02/05/2019	02/05/2019	Full time	Associate	Regular

Positions without Job Requisition 1 item

Position Restrictions	Job Profile	Location	Availability Date	Earliest Hire Date	Time Type	Worker Type	Worker Sub-Type
60062909 Business Projects-L2-2 (Unfilled)	Business Projects-L-2	📍 Sysco Corporate	02/05/2019	02/05/2019	Full time	Associate	Regular



Unavailable to Fill Tab: Shows positions that have a **future date** as the availability date. A job requisition can only be requested **on or after** the date the position becomes available.

Positions with a future date will automatically move to the Staffing tab on the availability date.

Position Restrictions	Effective Job Requisitions	Job Profile	Location	Availability Date	Earliest Hire Date	Time Type	Worker Type	Worker Sub-Type
60186239 Driver (Unfilled)		Driver - OpCo - US	Freshpoint Central Florida	01/01/2020	01/01/2020	Full time	Associate	Regular

NOTES:

Tabs are only visible when they have information to show. For example, the Unavailable to Fill tab will not appear if you do not have unavailable positions (positions with future dates).

An available position is a position that does NOT have a future date. The My Open Positions worklet will only show available open positions.

The Inbox Archive is a helpful tool to see if any approvals are needed. Go to your Inbox, click on Archive, then click the Process tab.