

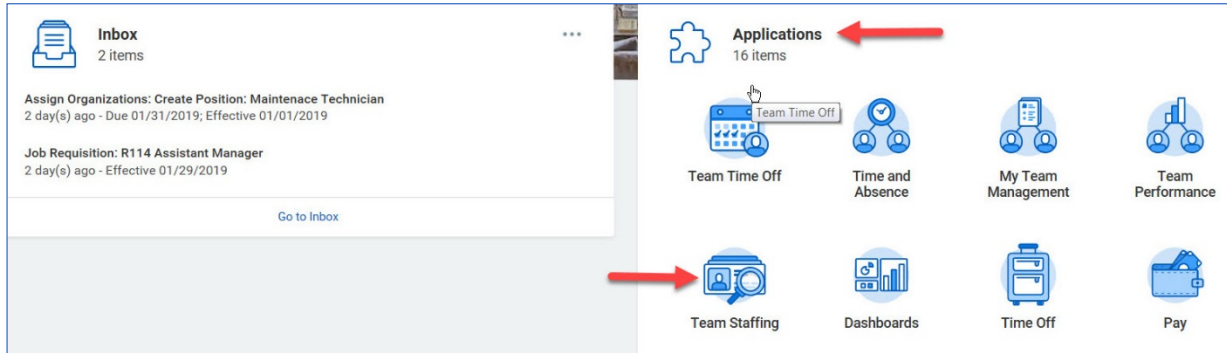
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Team Staffing

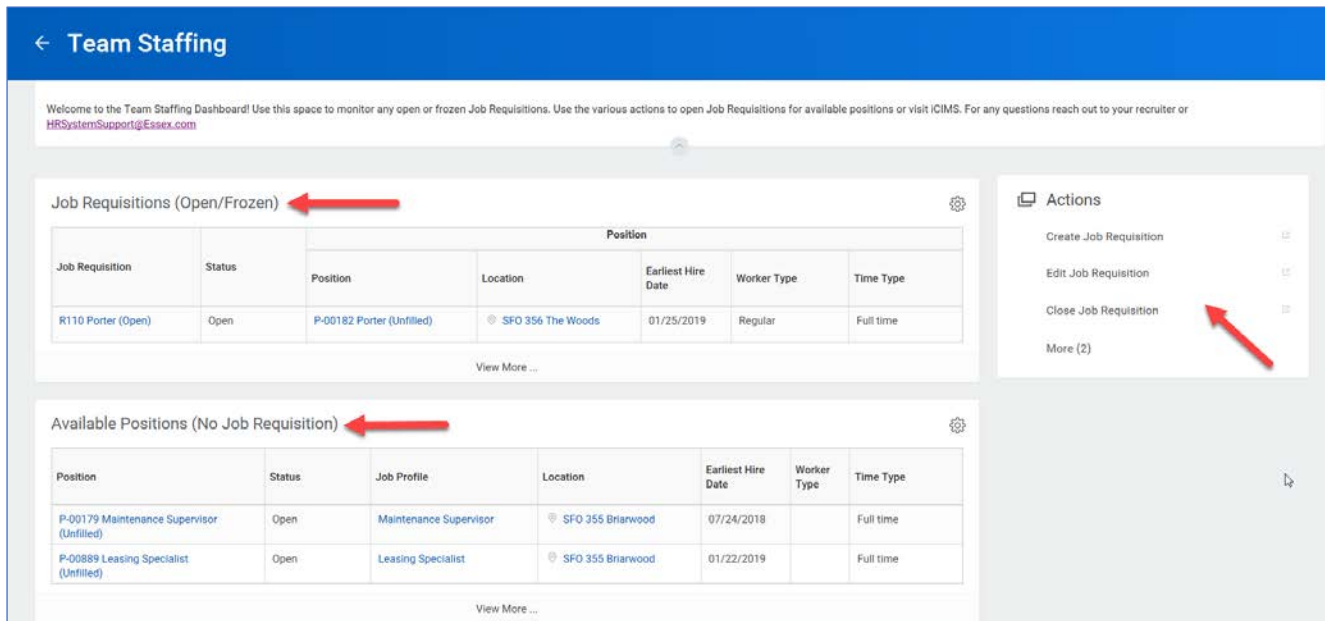
The Team Staffing application provides managers a central location to complete recruiting related actions.

1. Access Workday via OKTA and select the **Team Staffing** application.



You'll be directed to the **Team Staffing** screen. On this screen, you'll find options to create, close, open, or freeze a job requisition.

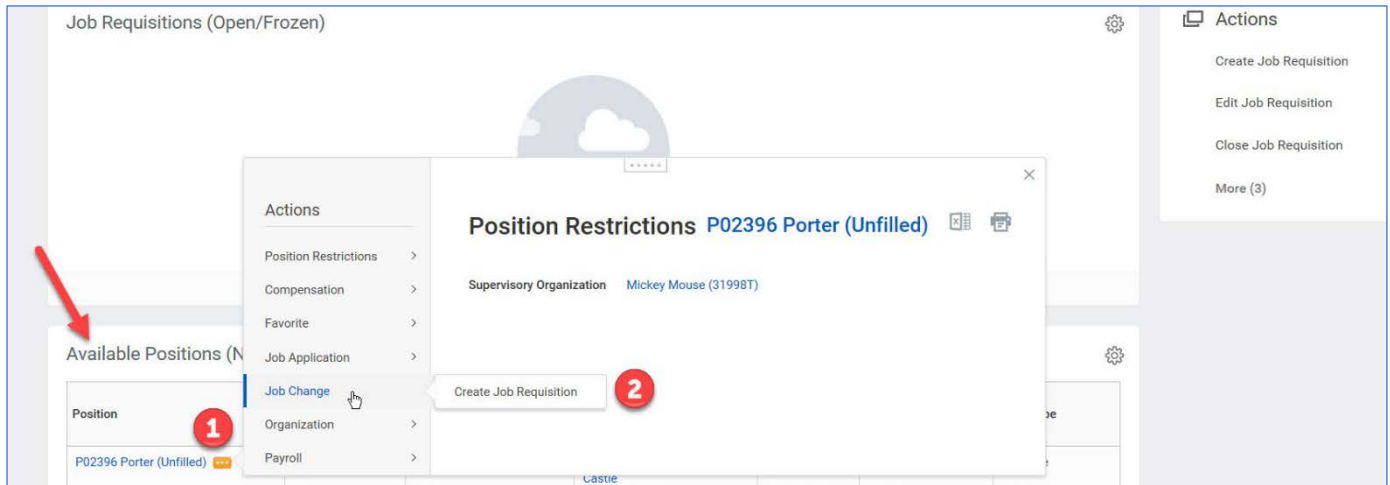
- **“Job Requisitions (Open/Frozen)”** – this report identifies any currently open or frozen (“on hold”) job requisitions for your team. You can use the related actions button  on each requisition to complete various actions. Hover your mouse over the Job Requisition, then click on the three dots to access the yellow actions button.
- **“Available Positions (No Job Requisition)”** – this report identifies any currently open or frozen positions that do not have a corresponding job requisition and are therefore not being actively recruited in iCIMS. Use the related actions button  to open a Job Requisition for this position or use the Actions section on the right side of the



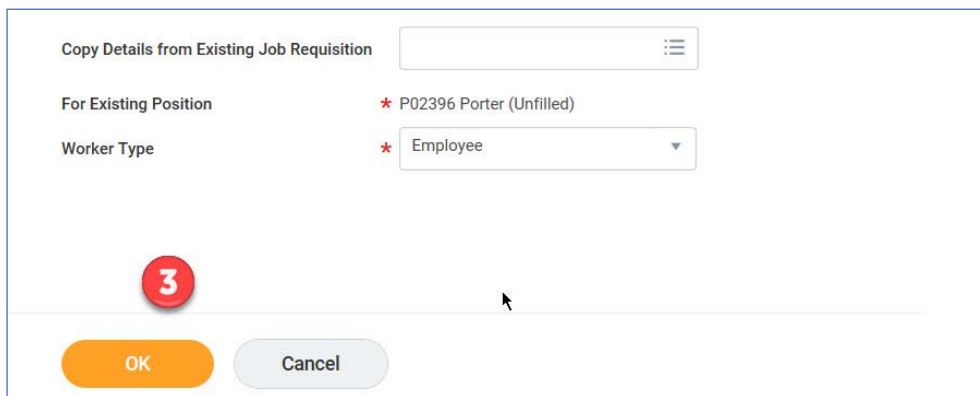
Opening Job Requisition for an Existing Position

Positions are often open/unfilled after the following types of scenarios: an associate resigns, is transferred, or promoted. To open a Job Requisition for an existing position, select the **Team Staffing** application from the Workday homepage.

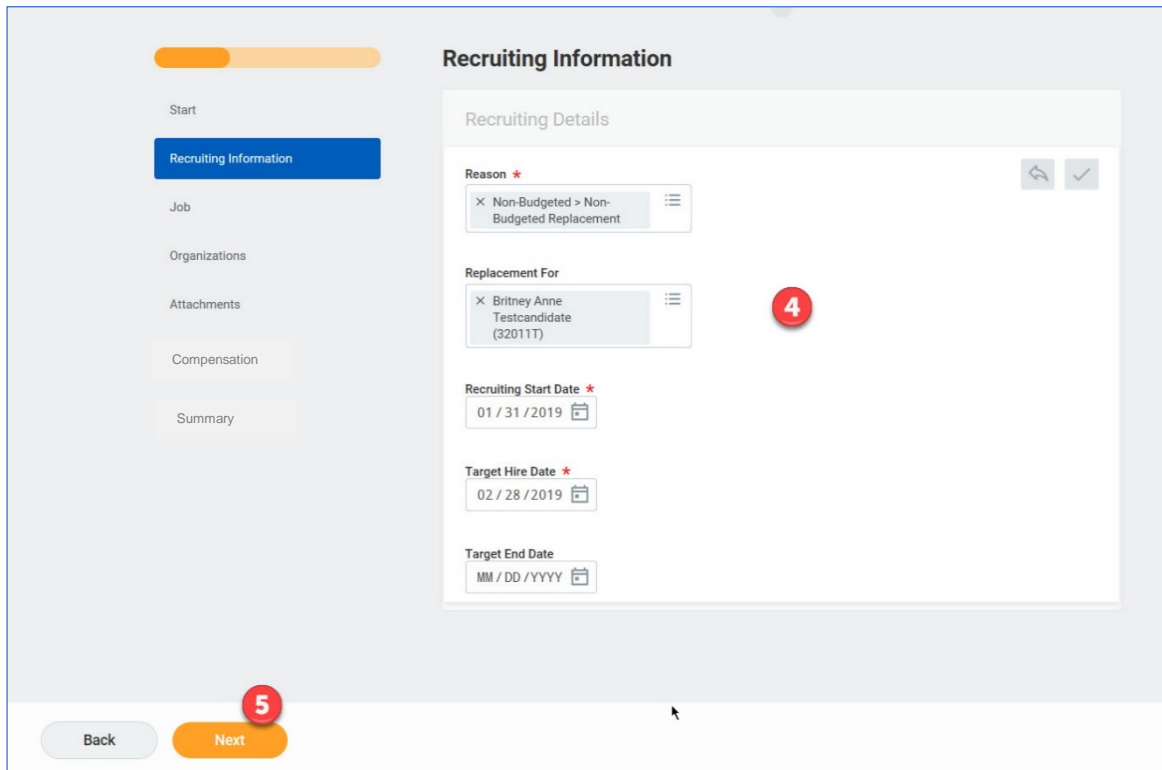
1. Under **Available Positions (No Job Requisition)**, hover your mouse over the desired position and click the **yellow related actions** button.
2. Select **Job Change>Create Job Requisition**.



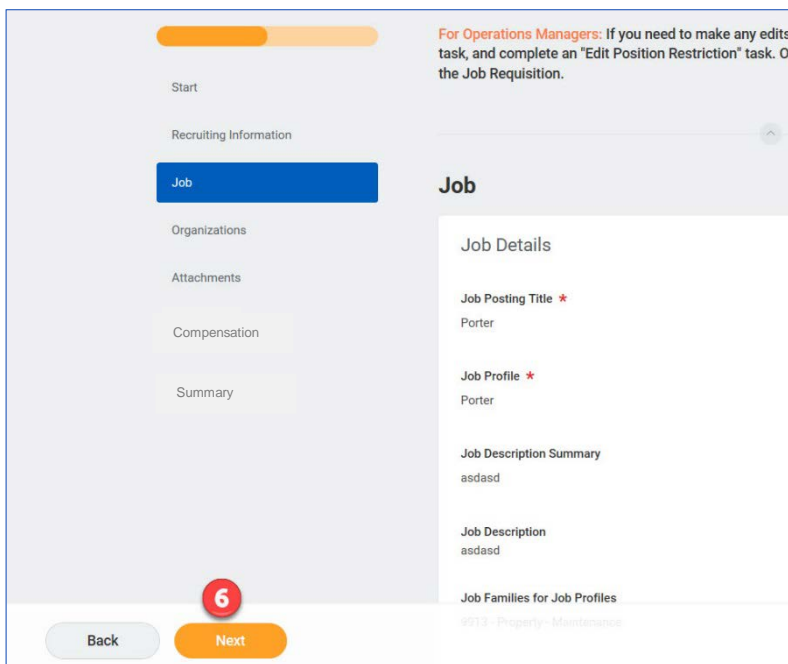
3. Confirm that the **For Existing Position** and **Worker Type** fields are correct and click **OK**.



- On the **Recruiting Information** screen, select the **Reason, Replacement For** (if you have indicated this is a replacement requisition), **Recruiting Start Date**, and **Target Hire Date** fields.
- Click **Next**.



- You'll be directed to the **Job** screen. Review the information on this screen and click **Next** to proceed.

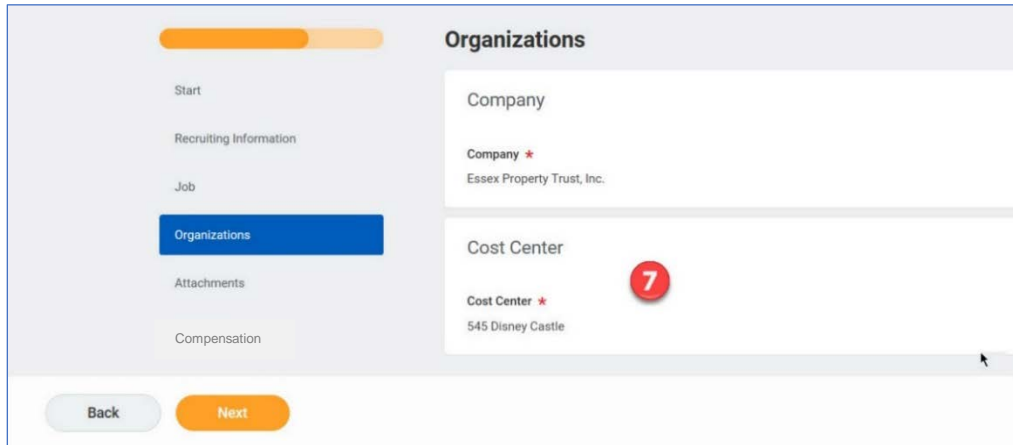


Note: If you're a **Corporate Manager** and need to update the Job Details, then you can use the pencil icon to make the changes. Please make sure that all details are updated according to the job.

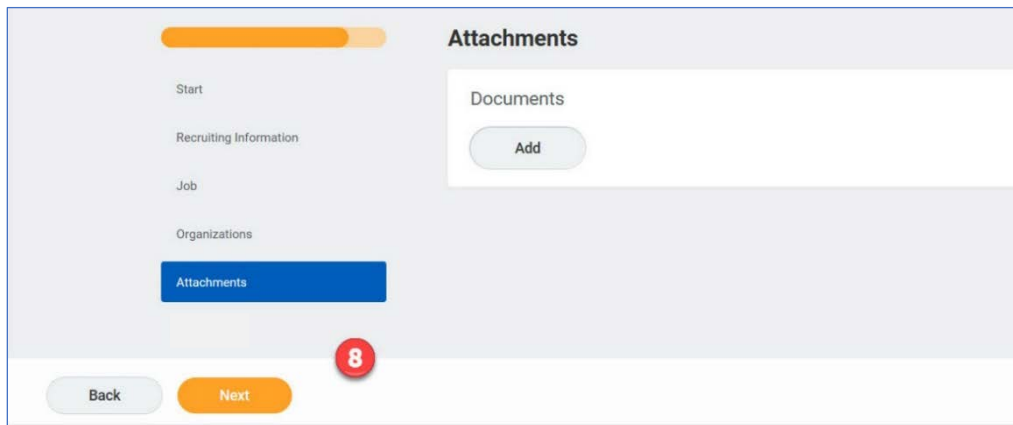
If you're an **Operations Manager**, this screen will be read only for you. If you need to update any information, please cancel the job requisition and complete an **Edit Position Restriction** task to update the details. See page: **14**.

Once this task is fully approved, then you can return to the **Team Staffing** application and open the requisition.

7. On the **Organizations** screen, verify that the **Cost Center** is assigned. Click **Next**.

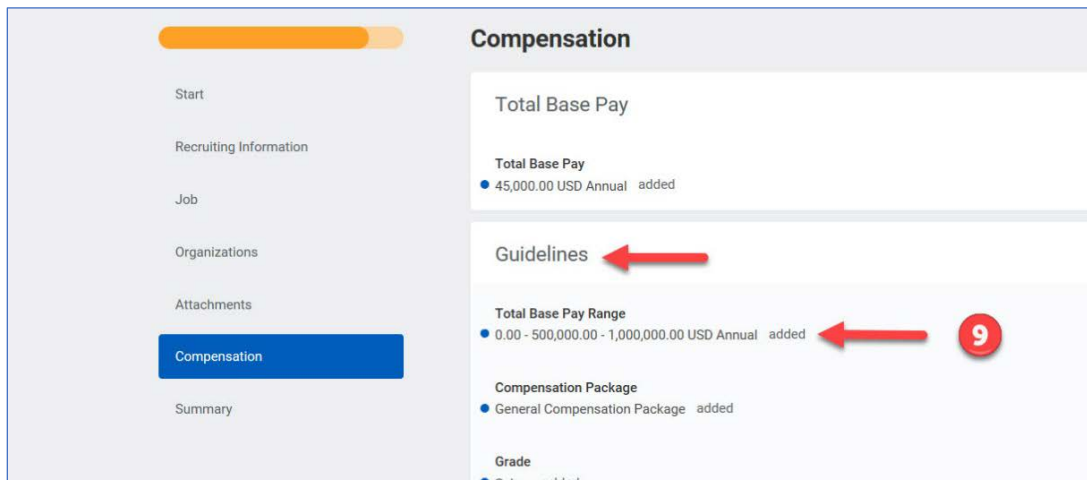


8. On the **Attachment** screen, add any necessary documents. This is not a required field.



9. On the **Compensation** screen, please identify the recommended hourly or salary rate that you'd expect to pay this new associate. The final offer details will be completed in iCIMS, this is just a recommendation.

Operations Managers will have visibility into pre-established pay ranges, under **Guidelines**, in Workday.



10. Scroll down to review the established **pay ranges** to determine your recommendation and add any necessary **allowances** or **bonus** that would correspond with this position. Then, click **Next** to proceed.

Progression Start Date
(empty)

Salary

Assignment Details

- 45,000.00 USD Annual added

Plan Name

- Salary Plan added

Effective Date

- 02/08/2019 added

Add

Hourly

Add

Allowance

Add

Bonus

Add

Back Next

You'll be directed to the **Summary** screen. Review the information for accuracy.

11. Scroll down to the bottom of the page **to enter a comment**. This is a required field.
12. Click **Submit**.

A comment is required.

Submit Save for Later Cancel

A few examples of comment include:

- Justifications
- Expected compensation for the new associate
- Any special discounts that may apply
- Preferred or required skills

The job requisition will be submitted.

13. **For Operations**, the manager will immediately receive an inbox task to identify which days of the week the associate will have off. Please use the checkboxes to identify the off days and click **Submit**.

Custom Object Day Off 34 second(s) ago - Effective 01/20/2019

Please indicate which days during the week this future associate will have off. If it is still to be determined, please make a comment in the box below without identifying any days of the week.

Day Off

Monday

Tuesday

Wednesday

Thursday

Friday 13

Saturday

Sunday

enter your comment

Submit Cancel

The task will be routed for approvals. You will receive an e-mail notification when all necessary approvals have been received. Once all approvals are received, the job will be opened in iCIMS and posted for recruitment. You will now continue your normal iCIMS recruiting process for managing candidates, etc.

Edit Job Requisition

If you need to edit a job requisition, select the **Team Staffing** application from Workday homepage.

1. Using the related actions icon next to Job Requisition you'd like to edit, select **Job Change>Edit Job Requisition**.

← Team Staffing

Welcome to the Team Staffing Dashboard! Use this space to monitor any open or frozen Job Requisitions. Use the various actions to open Job Requisitions for available positions or visit iCIMS. For any questions reach out to your recruiter or HRSystemSupport@Essex.com

Job Requisitions (1)

Job Requisition

R127 Porter (Open) Job Change

Related Actions Icon

R127 Porter R127 Porter (Open)

Recruiting Start Date 01/20/2019 - 12 days ago

Target Hire Date 01/20/2019 - 12 days ago

Hiring Manager Mickey Mouse (31998T)

Edit Job Requisition 1

Close Job Requisition

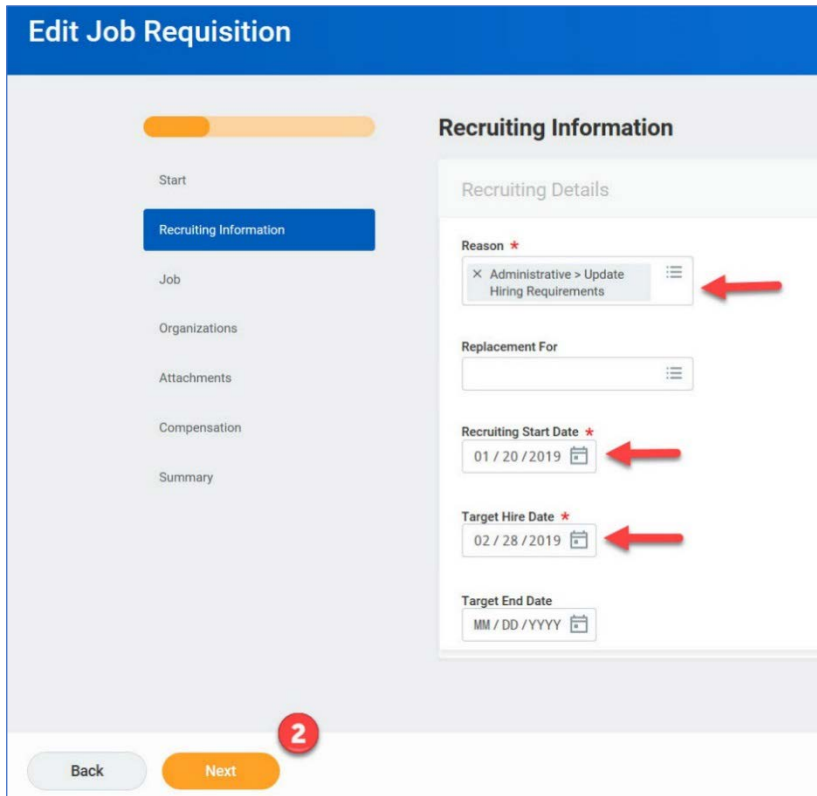
Copy Job Requisition

Manage Job Requisition Freeze

Available Positions (NO JOB REQUISITION)

Position	Status	Job Profile	Location	Earliest Hire Date	Worker Type	Time Type
P02396 Porter (Unfilled)	Open	Porter	SAN 545 Disney	12/31/2018	Regular	Full time

- You'll be directed to the **Recruiting Information** screen. Complete the required fields on this screen and click **Next** to progress to the next screen.



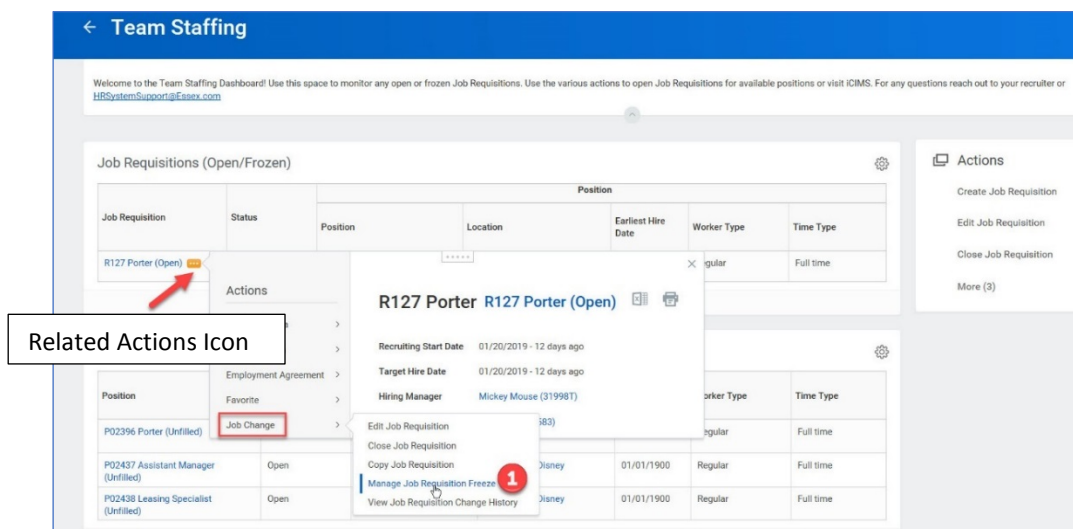
Edit or complete the information on the next screens as required. Finally, review the information on the Summary screen, provide comments and justifications for the edit, and click Submit.

The edits to Job Requisition will be submitted. **Operations Managers** will again be asked to update the “Days Off” for this job. Upon submittal, this Edit task will be routed for approvals. You will receive an e-mail notification when all necessary approvals have been received. Once all approvals are received, the job will be edited in iCIMS.

Freeze/Unfreeze Job Requisition

During the recruitment cycle it may become necessary to place a Job Requisition “on hold” for various reasons. To freeze a requisition or place it on hold, select the **Team Staffing** application.

- Using the related actions icon next to Job Requisition you'd like to freeze, select **Job Change>Manage Job Requisition Freeze**.



You'll be directed to the **Manage Job Requisition Freeze** screen.

2. Complete the required fields on this screen such as **Freeze/Unfreeze Reason** and **Freeze/Unfreeze Date**, select the **Frozen** checkbox, scroll down the page to **add necessary comments**, and click **Submit**.

The task will be submitted for approval. After the approvals are completed, Job Requisition will be placed “on hold” in iCIMS.

Manage Job Requisition Freeze ?

Job Requisition R127 Porter (Open)

Supervisory Organization Mickey Mouse (31998T)

Freeze/Unfreeze Reason * X Freeze > Budget Freeze

Freeze/Unfreeze Date * 02 / 04 / 2019

Frozen

Last Updated 02/01/2019

Hiring Requirements | Process Details

Job Details

Job Profile * Porter

Job Families for Job Profiles 9913 - Property - Maintenance

Worker Sub-Type * Regular

Worker Type * Employee

Time Type Full time

Compensation Grade Porter

Primary Location * SAN 545 Disney Castle

Additional Locations (empty)

Scheduled Weekly Hours 40

Work Shift (empty)

Recruiting Start Date * 01/20/2019

Submit Save for Later Cancel

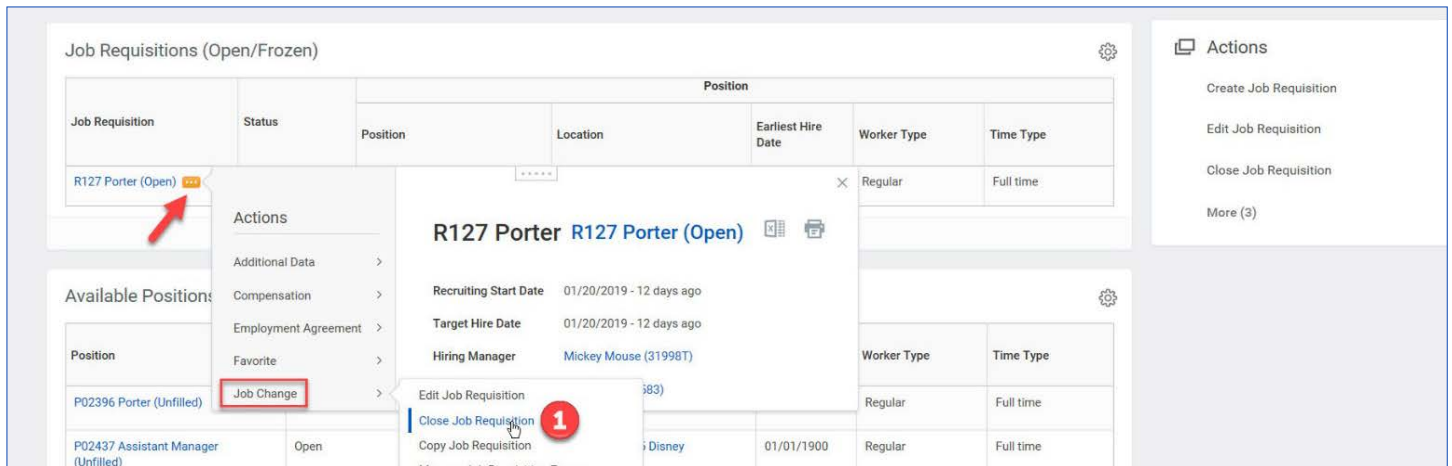
Note: To unfreeze or take the requisition off hold, follow the same process, and uncheck the **Frozen** checkbox. Then, click Submit to complete the process.

The task will be submitted for approval. After the approvals are completed, Job Requisition will be taken “off hold” in iCIMS.

Close Job Requisition (Not being Filled)

There may be cases where a requisition will need to be closed to stop recruitment, without filling the open position. To close a job requisition, select the **Team Staffing** application.

- Using the related actions icon next to Job Requisition you'd like to close, select **Job Change>Close Job Requisition**.



- On the **Close Job Requisition** screen, complete the **Reason** and **Close Date** fields. Scroll down the screen to review all information, add necessary comments, and click **Submit**.

Important note: Do not select the **Close Unfilled Positions** checkbox. This will close your budgeted headcount and will require you to create a new position and follow that approval process.

Close Job Requisition

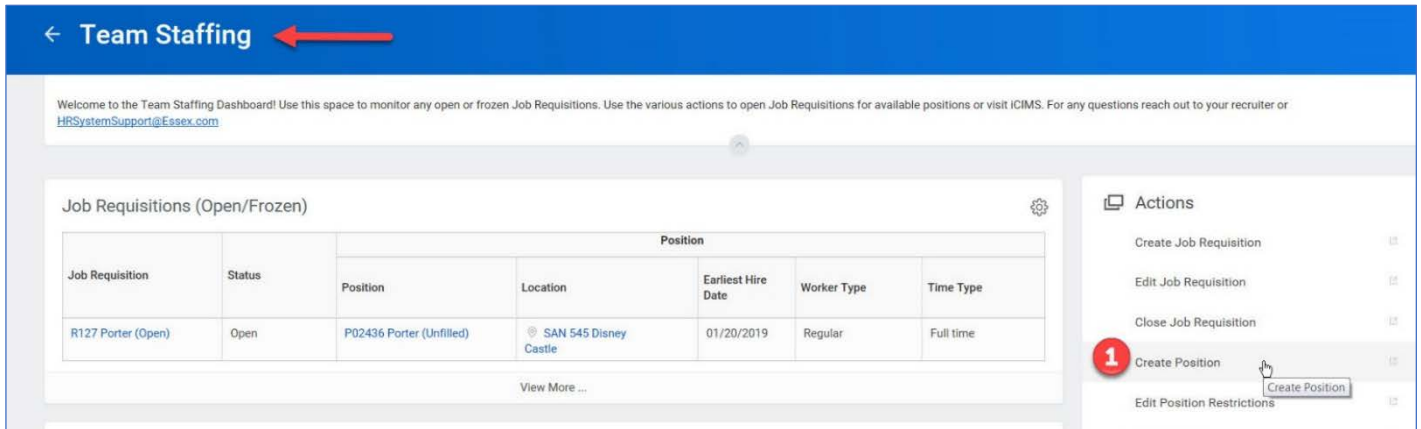
Job Requisition	R127 Porter (Open)
Supervisory Organization	Mickey Mouse (31998T)
Position	P02436 Porter (Unfilled)
Reason	* X Recruiting > No Longer Recruiting; Position No Longer Needed ⌵
Requester	Mickey Mouse (31998T)
Close Date	* 02 / 01 / 2019 📅
Close Unfilled Positions	<input type="checkbox"/> Do not select Close Unfilled Positions
Replacement For	(empty)
Recruiting Instruction	
Job Posting Title	* Porter
Job Description Summary	(empty)

The task will be submitted for approval. After the approvals are completed, Job Requisition will be closed (not filled) in iCIMS.

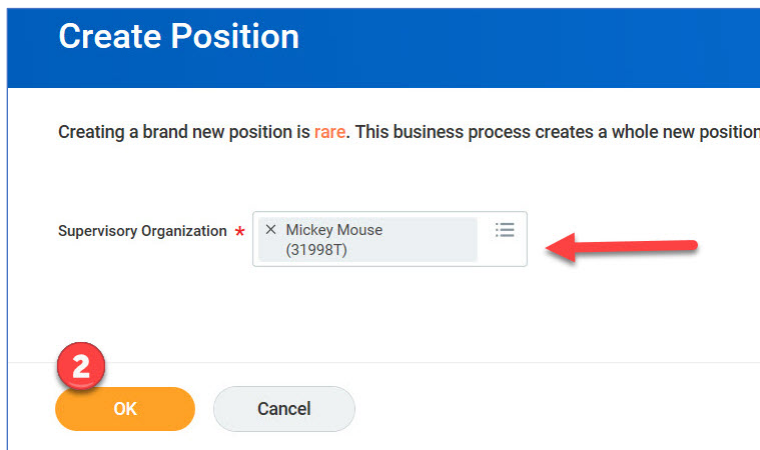
Create Position

While very rare, there may be a circumstance for you to create an entirely new position (headcount). Creating new positions will require approval from the Division Manager (Operations) and review by the Compensation Administrator.

1. To create a new position, select the **Team Staffing** application. Then, select **Create Position** from the **Actions** section on the right side of the screen.



2. On the next screen, please confirm that your name appears in the **Supervisory Organization** prompt and click **OK**.



3. Please complete all required fields on the next page.

← Create Position

Creating a brand new position is **rare**. This business process creates a whole

Supervisory Organization Mickey Mouse (31998T)

Position Request Reason

Job Posting Title * Leasing Specialist

Number of Positions * 1

Hiring Restrictions Qualifications

Availability Date * 02 / 01 / 2019

Earliest Hire Date * 02 / 22 / 2019

Job Profile * X Leasing Specialist

Location * X SAN 545 Disney Castle

Time Type * X Full time

Worker Type * X Employee

Worker Sub-Type * X Regular

Enter a comment

Add any necessary comments and justifications, then click **Submit**.

Submit

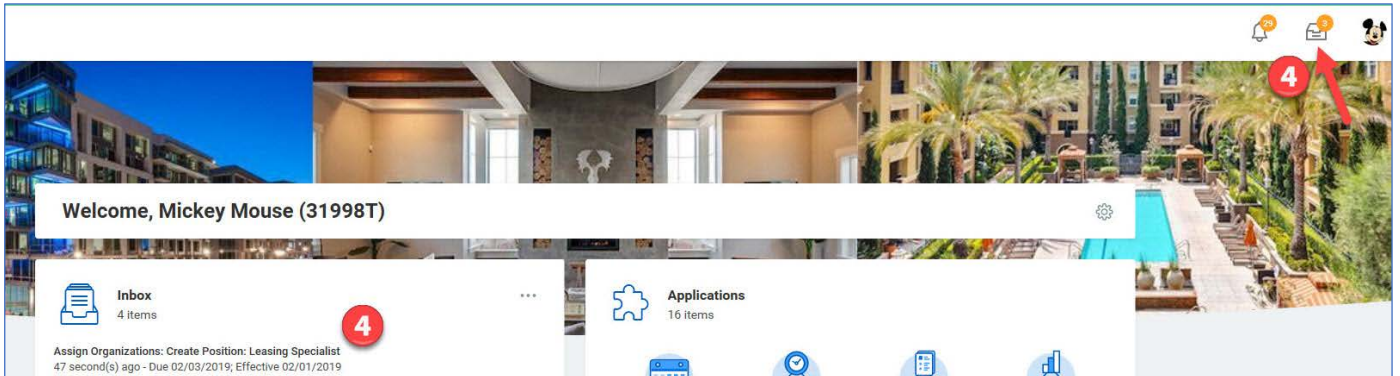
Save for Later

Cancel

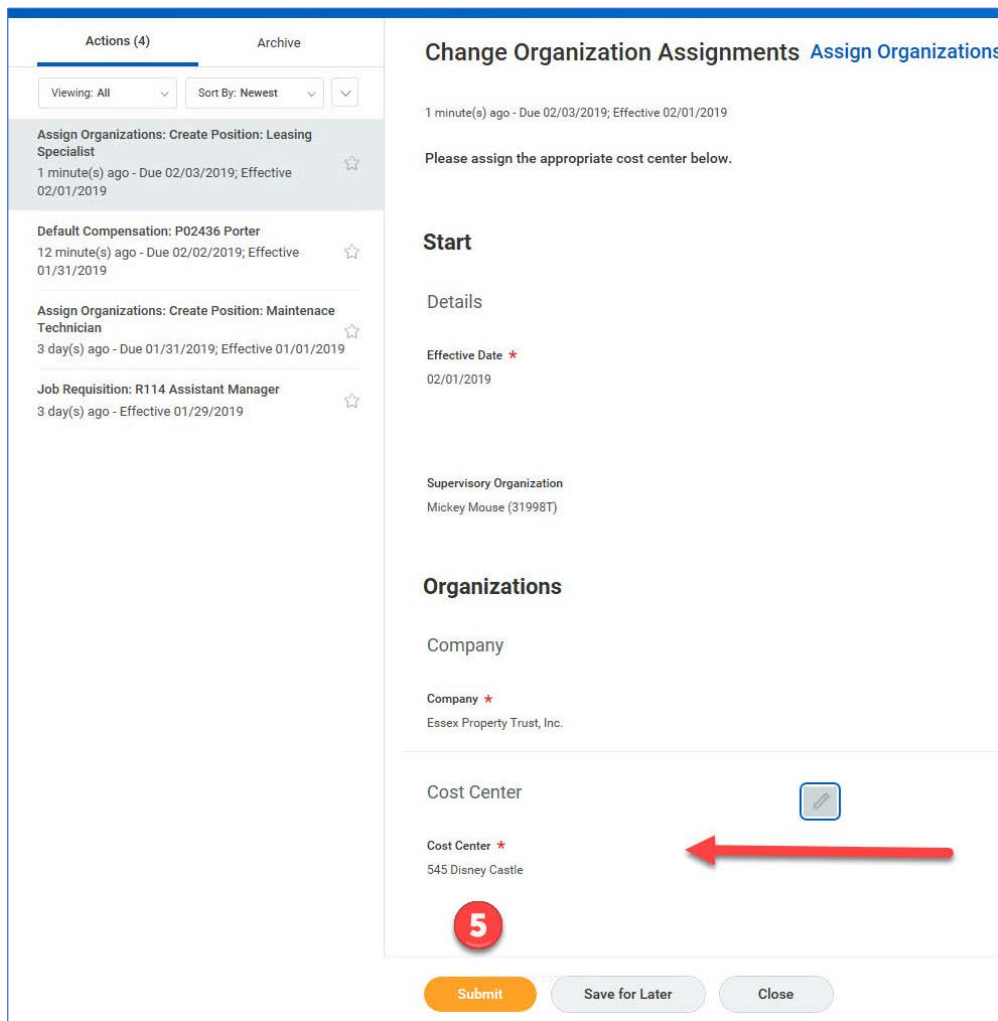
- The required fields are as follows:
- **Job Posting Title:** Future title of the Associate filling this position.
 - **Availability Date:** Please indicate this as the 1st of the current month.
 - **Earliest Hire Date:** Please indicate the earliest date that an Associate can be hired in this position.
 - **Job Profile:** The job for this position (e.g. Leasing Specialist, Maintenance Technician, etc.) **If you do not see the Job you are looking for, please contact HRSystemSupport@essex.com.
 - **Location:** The primary work location for this future associate.
 - **Time Type:** Indicate Full-Time or Part-Time.
 - **Worker Type:** Indicate Employee or Contingent Worker.
 - **Worker Sub-Type:** Indicate Regular, Temporary, or Intern.

Click **Done** on the next screen to complete the process.

4. You will now receive an inbox task to complete additional information. There should now be a task **Assign Organizations** in your inbox.



5. Assign the appropriate **Cost Center** and click **Submit**.

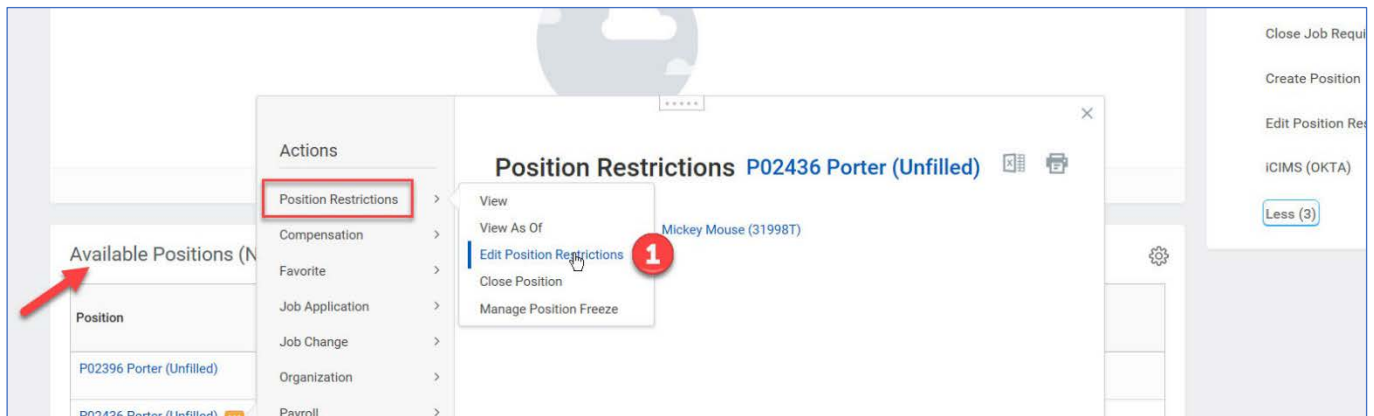


On the next screen, click **Done** to complete the process. The task will be submitted for approval. After the approvals are completed, you'll receive a notification. After receiving the notification, you can continue to open a job requisition if necessary, see page: [3](#).

Edit Position Restrictions

To make any edits to an unfilled position, such as Primary Location, Scheduled Weekly Hours, or Time Type, select the **Team Staffing** application.

1. From the **Available Positions** section, using the related actions icon next to the position you'd like to edit, select **Position Restrictions> Edit Position Restrictions**.



2. On the **Edit Position Restrictions** screen, make the necessary updates to the required fields. Scroll down the screen to add any necessary comments and justifications, then click **Submit**.

Edit Position Restrictions

To edit the details of an unfilled position. Please update the below details and click submit.

Position: P02436 Porter (Unfilled)
 Organization: Mickey Mouse (31998T)
 Position Change Reason: Edit Position > Edit Position Restrictions

Position Details

Last Updated: 01/01/1900
 Job Posting Title: Porter
 Available For Hire:
 Hiring Freeze:

Hiring Restrictions | Qualifications | History

Availability Date: 01/31/1900
 Earliest Hire Date: 02/04/2019
 Job Profile: Maintenance Technician
 Location: SAN 545 Disney Castle
 Time Type: Full time
 Worker Type: Employee

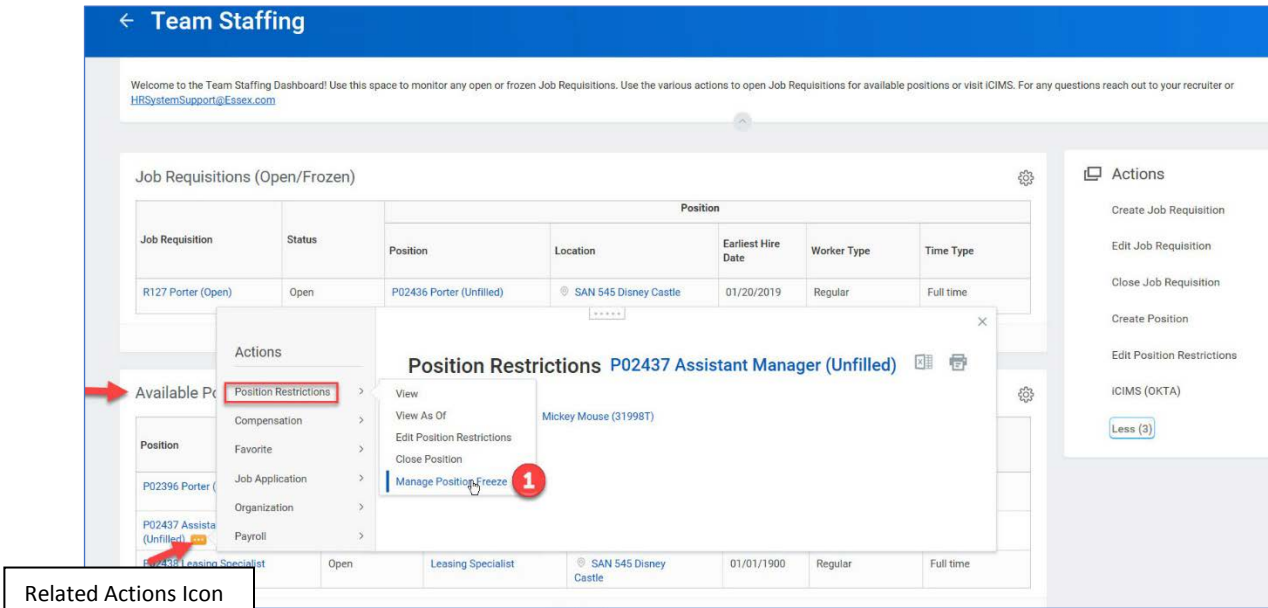
The task will be submitted for approval. After the approvals are completed, you'll receive a notification.

If these edits were made in order to **Create a Job Requisition**, once fully approved, you can return to the section titled **Open a Job Requisition for an Existing Position**. See page **3**.

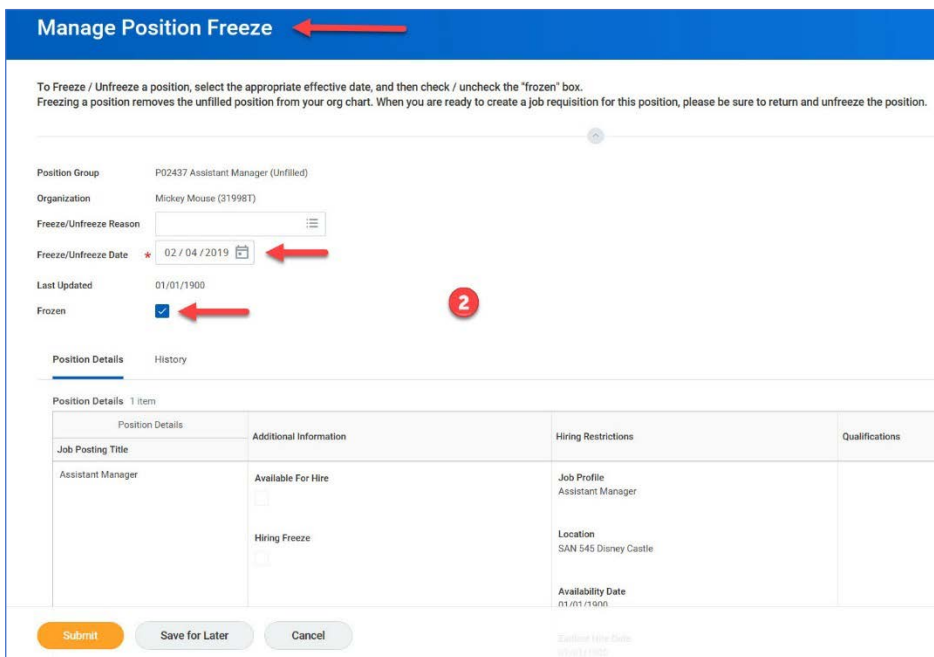
Freeze/Unfreeze a Position

If you'll not be immediately opening a job requisition for an unfilled position and would like to remove the empty box from the Workday org chart, you can freeze a position. To freeze a position, select the **Team Staffing** application from the Workday homepage.

1. From the **Available Positions** section, use the related actions icon next to the position you'd like to freeze and select **Position Restrictions>Manage Position Freeze**.



2. On the **Manage Position Freeze** screen, provide a **Freeze/Unfreeze Date** and select the **Frozen** checkbox. Then, scroll down to add any necessary comments and click **Submit**. On the next screen, click **Done** to complete the process.



Note: A position must be unfrozen to open a job requisition.

To unfreeze a position, follow the same process as above, and **uncheck the Frozen checkbox**. Click submit to complete the process.