I need to complete a Change Job, when do I create a new position?

- When processing associate changes, you may find yourself asking: "When do i create a new position, and when do I edit an existing position?" It can be confusing, and we're hoping this decision tree helps you navigate the tricky world of Position Management! For any additional questions, please feel free to reach out to HRSystemSupport@essex.com.
- Using Change Job as our Example: Let's start by asking our first question:

After the change, will I backfill the associate's position? Q1

After this Change Job is complete, will I recruit to replace this associate's open position?

Yes

Over Here!

No? Skip

Change Job:

Change Position Details

Process a Change Job for the Associate and update the Job Profile and Details to the proposed new details.

*This implies this is not a newly budgeted position and a change is being made within budget. Changing headcount from Porter to Painter, Promoting a CM to Sr. CM, Acting RPM to RPM, etc. Where no backfill position is needed

I need an unfilled position for this Change!

Before I can compelte the Change Job to update my Associate's new details. I will need to process a Create Position Task. (For Transfers, the Hiring Manager will need to create the position if not already available).



Complete Change Job

Once the create position task is completed (you will receive an e-mail), you can process the Change Job for the associate.

Now you have an unfilled position to begin recruiting on! (Create Job Req)

Recruiting Process: Edits to Position

You can also edit a position before creating a requisition to make updates for the future associate.

Operations Managers: Use the Workday Edit Position Restrictions Task

Corporate Managers: Complete the updates to the position while creating the job requistiion. No edit position restrictions required.

Various Change Job Examples:

Scenario	New Position & Change Job	Change Job
The current Community Manager at Tomorrowland Apartments is being promoted to Sr. Community		Process a Change Job for the
Manager. They will not recruit for an additional		Associate, and change the Job Profile to Sr. CM.
CM. The headcount is being modified.		
	The Tomorrowland Manager	
	will initiate the Change Job	
A Maintenance Technician is transferring from	(Transfer) to Frontier Land	
Tomorrowland Apartments to Frontier Land Lofts.	Lofts. The hiring manager at	
The CM plans to backfill the Maintenance	Frontier Land will need to	
Technician's Position at Tomorrowland by opening	have an available position or	
a requisition.	create a new head count by	
	completing a create position	
	task before continuing.	
	The hiring manager will	
	create a new position /	
The current Community Manager at Epcot Villas is	added headcount.	
being promoted to Acting Area Manager. This	The hiring manager will then	
position will be a new headcount, and they will	complete the Change Job	
assume responsibility over multiple sites. The CM	task identifying the newly	
position will need to be backfilled.	approved position to	
,	promote the associate to	
	Acting Area Manager.	

^{*}A lot of these scenarios can be extended to recruiting unfilled positions as well. If changes are needed on positions, you can use the "Edit Position Restrictions" task for the unfilled position and make updates. *Corporate managers:* you are able to use Create Job Req or Change Job Req to make these modifications as well.