

Concept: Organization Assignments for Jobs

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Overview

All positions are assigned to **organizations** of various types. The specific combination of organizations assigned to a job determines which budget a worker's salary will come from.

Orgs must be assigned anytime a job requisition is created for either a new or existing position. They may also be altered for positions that are currently filled.

Whose Budget is This?

Your employees' salaries may come out of a budget you manage or that someone else manages. Either way, you need to know whose budget it is.

A **Cost Center** is one type of **organization**. It corresponds to a department, unit, or academic program to which costs of doing business are assigned. Budgets and expenditures within a cost center—including salary expenses— are overseen by a **Cost Center Manager**.

Cost Center Managers must be familiar with CCA's financial data model, understanding the applications and implications of different org types.

Getting and Assigning Orgs for an New Position

The following is a summary of the recommended process:

1) Consider the department, unit, or academic program the new worker's salary should come from. This should correspond to a specific **cost center**.

2) Coordinate with the appropriate Cost Center Manager to:

Ensure that there are sufficient funds for the position.
Get the remaining organization assignments for the position.

3) If the Cost Center Manager cannot provide the proper coding, contact the [Business Office](#) before proceeding.

4) Create and submit a job requisition using the correct org assignments.

- Orgs assigned in the job requisition form **only apply to the requisition** (see the section below for more detail).

5) From your Workday inbox, assign the same organizations as “defaults” for this position.

- *This is an optional step.*
- Default organizations for positions will route through the CCA [Business Office](#) for review and approval.

Position Defaults vs Requisition-Specific Orgs

[New positions are created through job requisitions](#). This process provides two opportunities for assigning organizations, at both the requisition and the position level.

Assign Orgs for the Requisition

You'll first encounter organizations on the requisition form. Selections here apply to the job requisition specifically, rather than the position as a whole (i.e., it applies to that particular "instance" of the position).

Set Org "Defaults" for Position

Once you submit the job requisition, an inbox task will prompt you to select "default" organizations for the position itself.

This inbox task does not overwrite the org assignments included on your submitted job requisition. However, future job requisitions for the position will pre-populate with those “default” orgs.

You may **Skip** this optional inbox task, if you wish.

During the Hiring Process

When [processing a new hire](#), managers receive another opportunity to review and/or change organization assignments via Workday inbox task.

This inbox task only applies org changes for the employee you are hiring. It **does not affect default orgs for the position**.

Change a Current Employee’s Organization Assignment

So far, org assignments have only been discussed in the context of job requisitions and hiring. This workflow applies when a position is new or unfilled.

Organization changes may also be necessary for filled positions. Managers can initiate these adjustments for any of their direct reports:

- 1) Pull up the **Related Actions** menu for a direct report.
- 2) Hover over the **Organization** sidebar tab.
- 3) Click **Change Organization Assignments**.
- 4) Adjust the **Effective Date** as needed, then click **OK**.
- 5) Change the fields in the **Organizations** section.
- 6) Review your work, then click **Submit**.