

# **WORKDAY FAQ**

## REQUISITIONS

### **CAN I CREATE A REQUISITION FOR ONE OF MY SUBORDINATE ORGANIZATIONS?**

Managers can only create Requisitions for their own organizations. Subordinate managers will have to create their own Requisitions.

### **WHAT GOES IN THE ADDITIONAL JOB DESCRIPTION FIELD?**

The Additional Job Description field can be left blank. It will auto-populate with the Workday Organization name when the position is posted.

### **WHERE DO I ENTER THE JOB ANNOUNCEMENT?**

The Recruiter will enter the Job Announcement in the Job Description field once the Requisition routes to them.

### **WHAT IF I WANT TO OFFER A CANDIDATE A HIGHER PAY THAN WHAT I ENTERED ON THE REQUISITION?**

If the pay offered to a candidate is higher than what was approved on the Requisition, then the offer will route for approvals. If the pay offered is lower than what was entered on the Requisition, the offer does not need to route for approvals.

### **WHAT IF I WANT TO HAVE MORE THAN ONE OPENING?**

If you want to have more than one opening, you will either need to create multiple Requisitions or contact your HR Partner to create an Evergreen Requisition. Do not change the Number of Openings field on the Requisition.