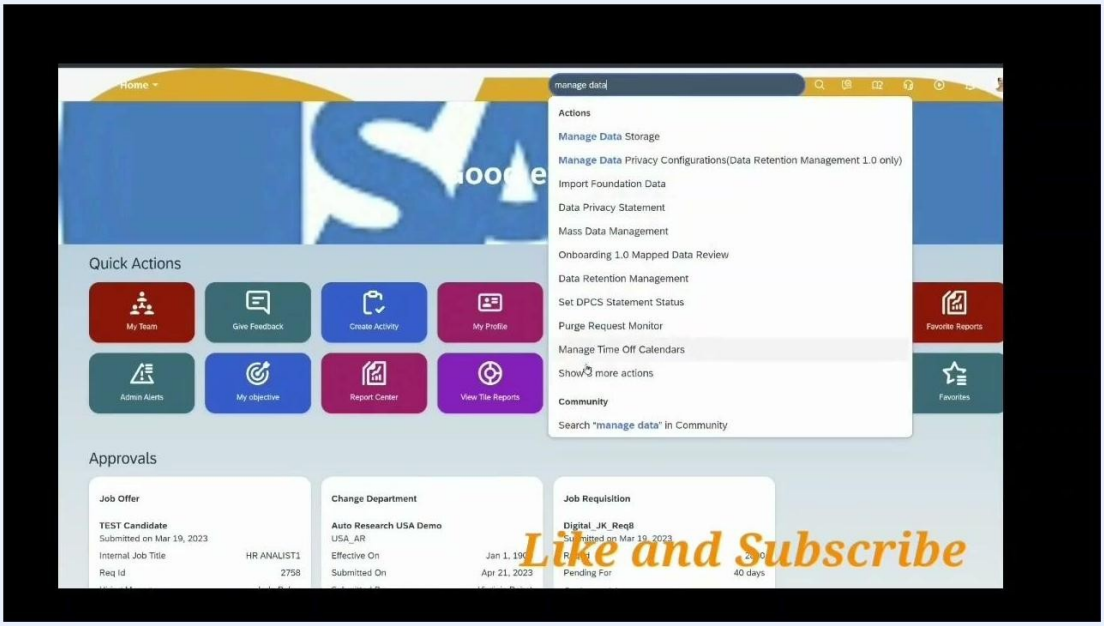
How to create a position in SuccessFactors (Employee Central)

This guide shows you how to create a position in SuccessFactors using the **Manage Data** method in Employee Central. You also learn how positions fit into the organizational structure, how to correct or delete a position, and how to work with positions in the Position Org Chart.



Employee Central home screen showing the Quick Actions tiles and the search bar.

Prerequisites

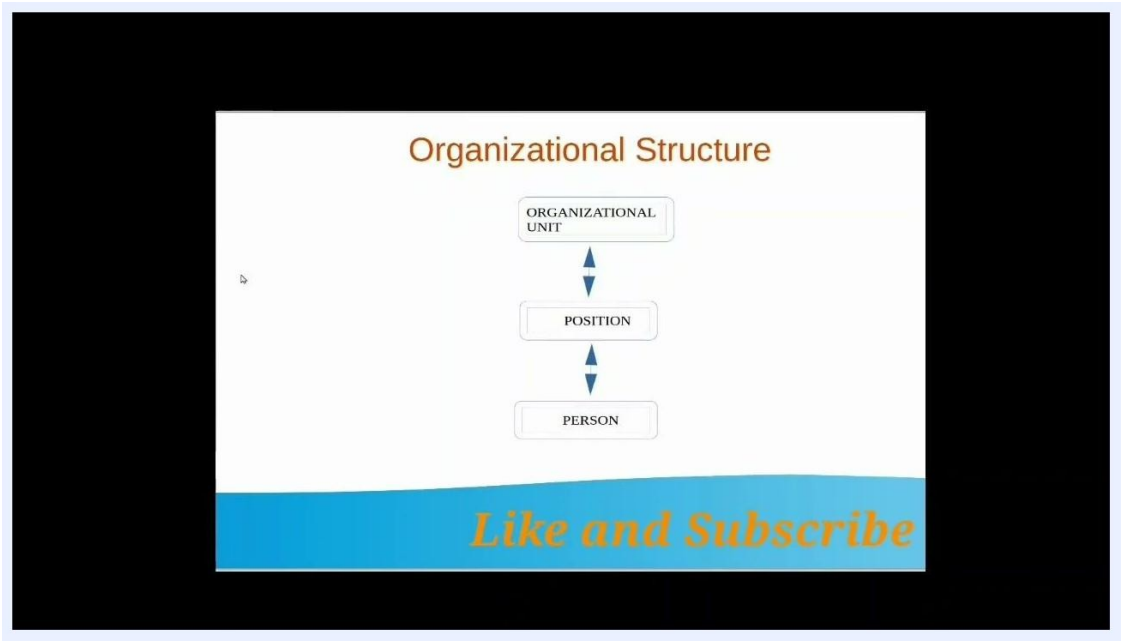
Before you start, make sure you have:

- Access to Employee Central and the ability to log in.
- The job code, pay grade, and parent position you plan to use. The example in this guide uses the job code account manager, the pay grade Apple_S123_B_B2, and a parent position with the code 0011.
- Values ready for every mandatory field. Mandatory fields are marked with an asterisk (*).

Understand the organizational structure

An organizational structure has three main objects:

- **Organizational Unit**, such as the Accounts Department or the HR Department.
- **Position**, such as Account Manager, Executive, or Deputy Manager.
- **Person**, the individual who occupies a position.



Slide showing the organizational structure as a vertical flowchart: Organizational Unit at the top, Position in the middle, and Person at the bottom.

The relationship is hierarchical. An Organizational Unit contains one or more Positions, and a Person occupies each Position.

Choose a method to create a position

You can create a new position in Employee Central in four ways:

1. **Manage Data**
2. **Manage Position**
3. **Org Chart**
4. **Import / Export Data**

The first three methods create and manage positions directly in the system. This guide walks through **Manage Data** in detail.

Create a position with Manage Data

Step 1: Open the Employee Central home screen

1. Log in to Employee Central.
2. On the home screen, find the **Quick Actions** section. It contains tiles such as My Team, Give Feedback, Create Activity, Org Chart, Team Absences, My Time Sheet, and Favorite Reports.
3. Locate the search bar at the top of the screen, labeled **Search for actions or people**.



Slide listing the four methods for creating a new position in Employee Central: Manage Data, Manage Position, Org Chart, and Import / Export Data.

Step 2: Go to Manage Data

1. Click the search bar and type **manage data**.
2. Wait for the dropdown menu of actions to appear.
3. Select **Manage Data** from the list.

Step 3: Start a new position

1. On the **Manage Data** screen, open the **Search** field and select **Position**.
2. Click **Create New**.

The **Position and Job Details** form opens.

Step 4: Fill out the position and job details

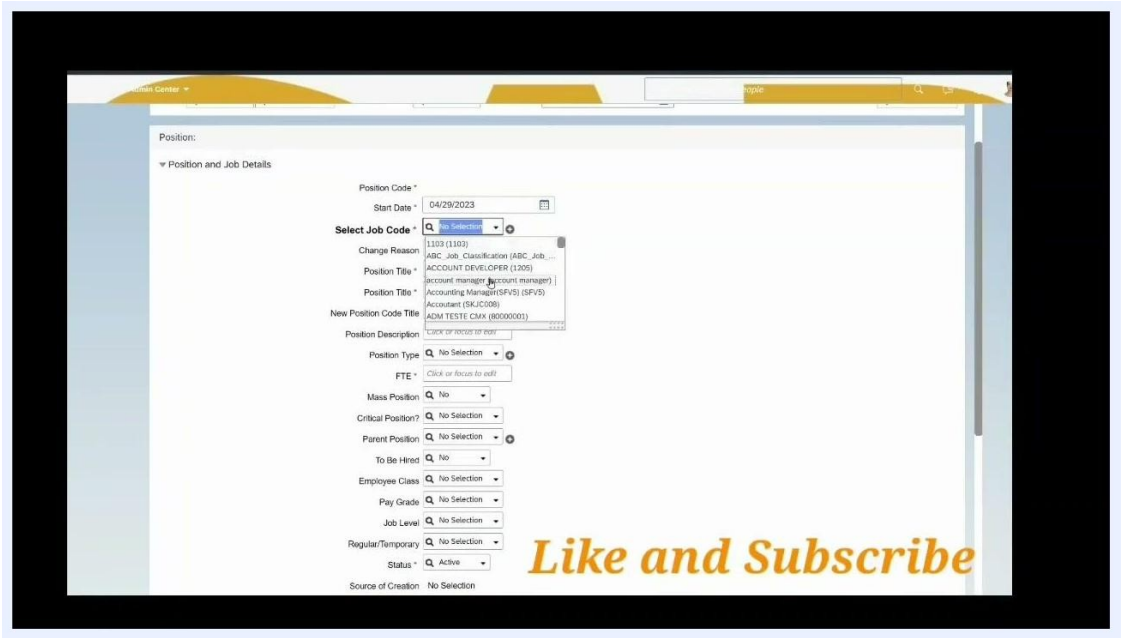
Complete the form using the values below. This example creates an account manager position.

- **Position Code**: You can't edit this field. The system generates it after you save.
- **Start Date**: Confirm the default date (for example, 04/29/2023).
- **Select Job Code**: Open the dropdown and select **account manager (account manager)**.

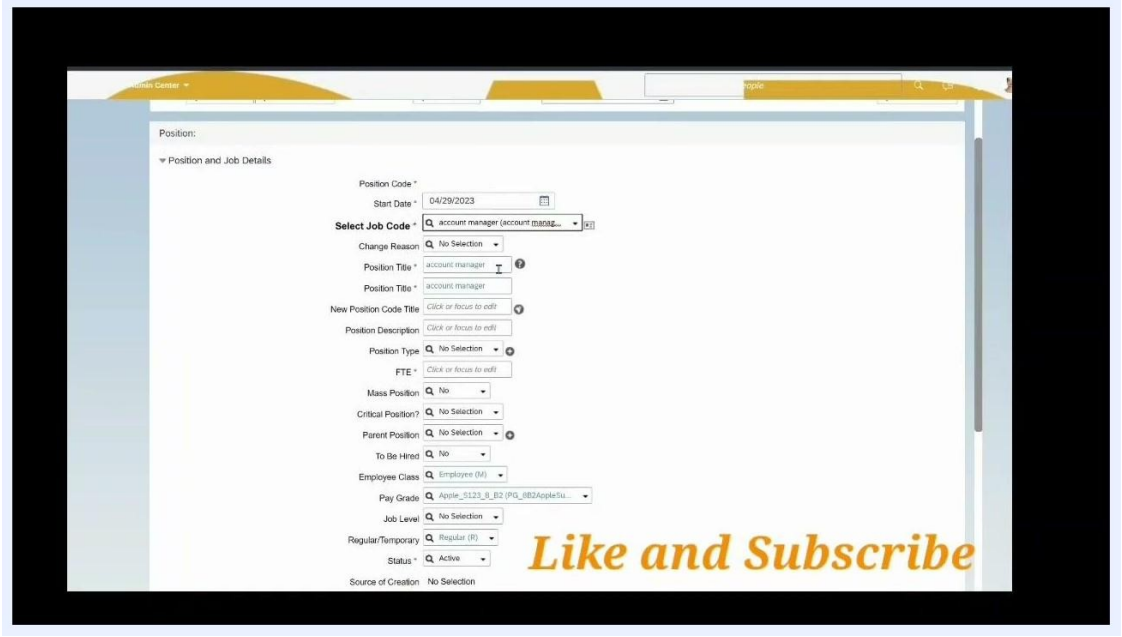
Then complete the remaining fields:

- **Change Reason**: Leave as "No Selection" unless you need a specific reason.
- **Position Title**: Enter **account manager**.
- **New Position Code Title**: Leave blank unless you need a custom code title.
- **Position Description**: Optionally, enter a description.
- **Position Type**: Select the appropriate type if required.
- **FTE**: Enter the Full-Time Equivalent value. This field is mandatory.
- **Mass Position**: Select "No" unless this is a mass position.
- **Critical Position?**: Select "No" unless the position is critical.
- **Parent Position**: Select a parent position if applicable.
- **To Be Hired**: Select the value you need.
- **Employee Class**: Choose **Employee (M)**.
- **Pay Grade**: Select the appropriate pay grade (for example, Apple_S123_B_B2).
- **Job Level**: Select the value you need.
- **Regular/Temporary**: Choose **Regular**.
- **Status**: Make sure it is set to **Active**.

- **Source of Creation**: Leave as "No Selection" unless otherwise specified.



Position and Job Details form with the job code dropdown open and account manager (account manager) being selected.

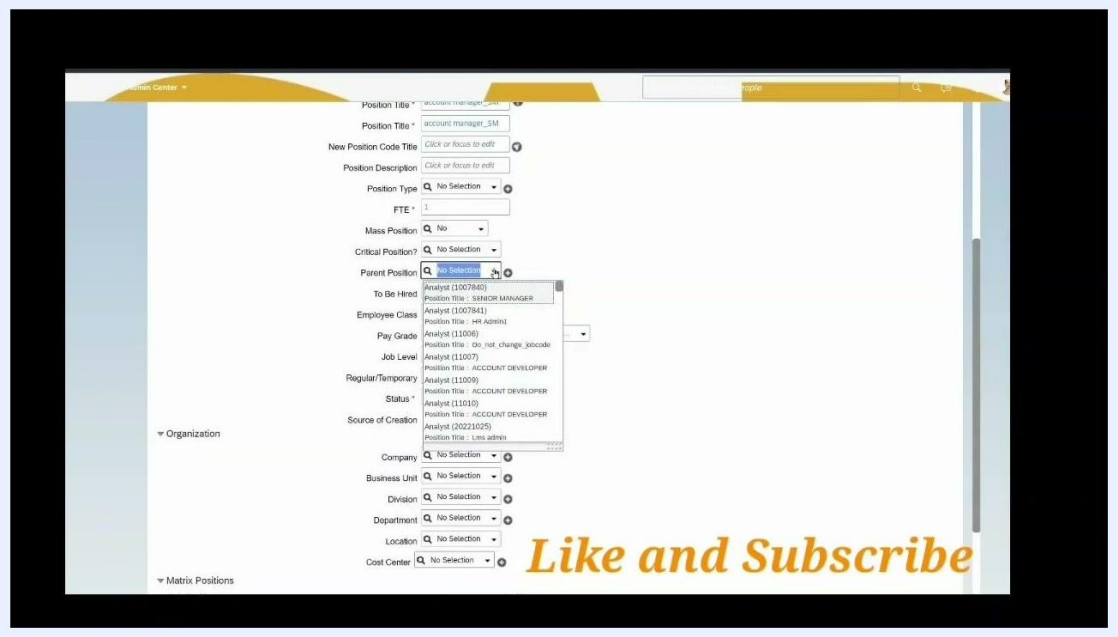


Position and Job Details form with the mandatory fields filled in for the account manager position.

Make sure every field marked with an asterisk (*) is filled in. You can't save the new position without them.

Step 5: Set the FTE and assign a parent position

1. In the **FTE** field, enter **1** to indicate a full-time position for one employee. This value represents the number of full-time employees assigned to the position.
2. Click the dropdown next to **Parent Position**. This is the position the new position reports to.
3. Scroll through the list or type to search.
4. Select **0011 (0011), Position Title: account manager**.



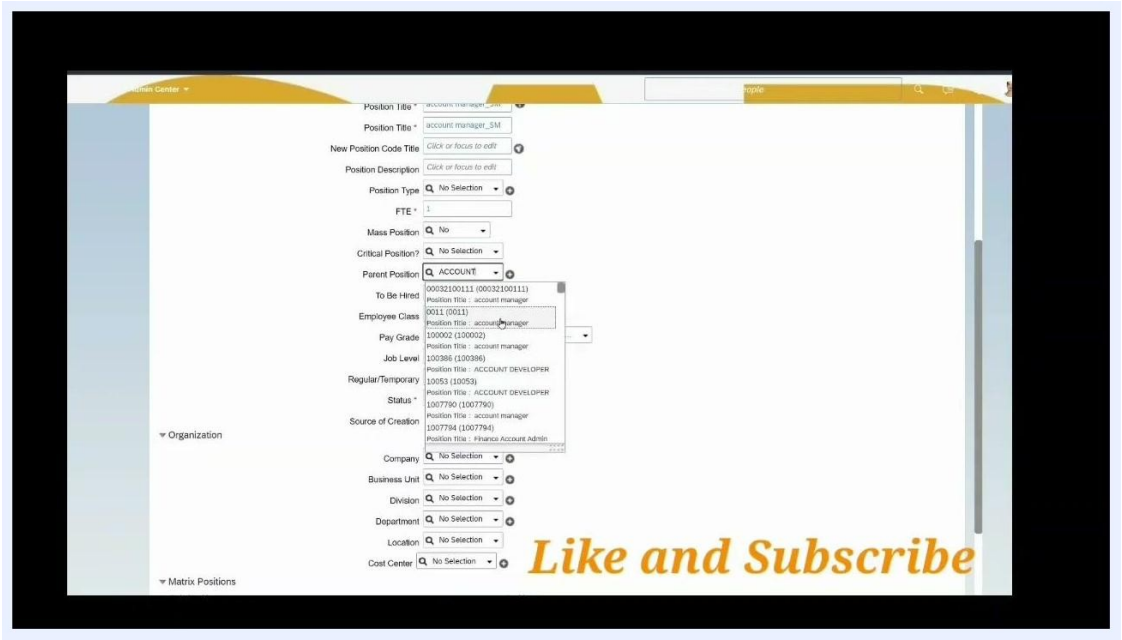
Parent Position dropdown open with account manager being selected and FTE set to 1.

Step 6: Set To Be Hired and the other key fields

1. Open the **To Be Hired** dropdown and choose **Yes** if you intend to assign the position to a new employee.
2. Check that the following fields are set correctly:

- **Regular/Temporary**: **Regular (R)**.
- **Status**: **Active**.
- **Employee Class**: **Employee (M)**.
- **Pay Grade**: The appropriate pay grade, for example **Apple_S123_B_B2**.

- **Job Level**: The value you need.
- **Source of Creation**: "No Selection" unless otherwise specified.



To Be Hired dropdown open with Yes being selected.

Step 7: Review the organization details

1. Scroll down to the **Organization** section.
2. Use the dropdown menus to select values for the fields you need:

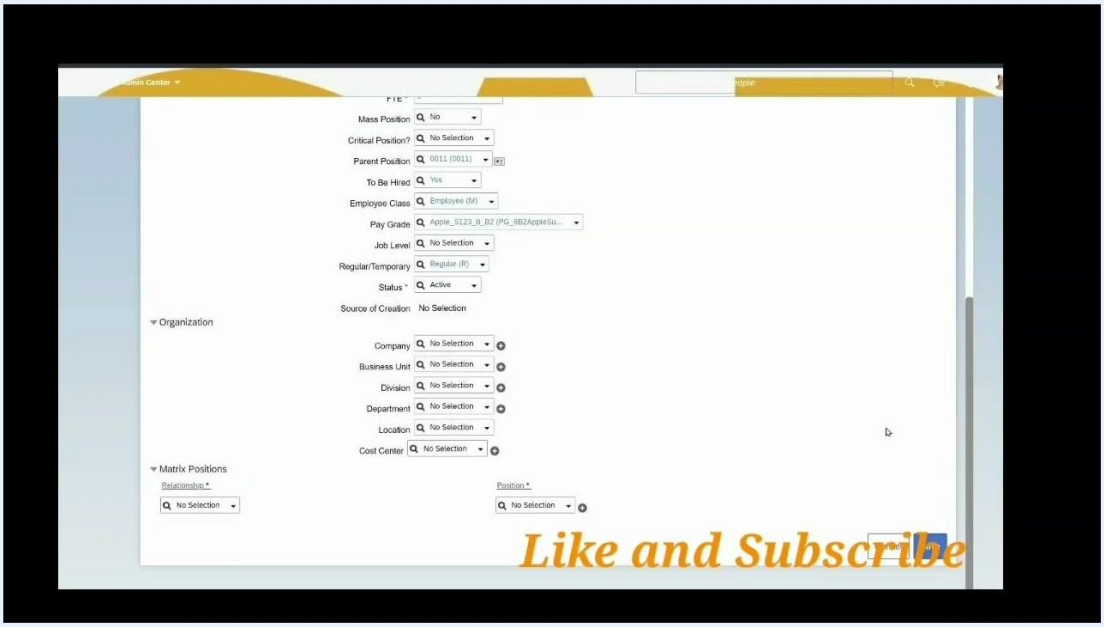
- **Company**
- **Business Unit**
- **Division**
- **Department**
- **Location**
- **Cost Center**

Step 8: Review the confirmation dialog

After you fill out the required fields and submit the position, a dialog titled **Please confirm your request** appears.

1. Check that the position identifier shown in the dialog is correct. In the example, the dialog shows Create Position (po_3001225).
2. Optionally, add a comment.

3. Optionally, view the workflow participants.



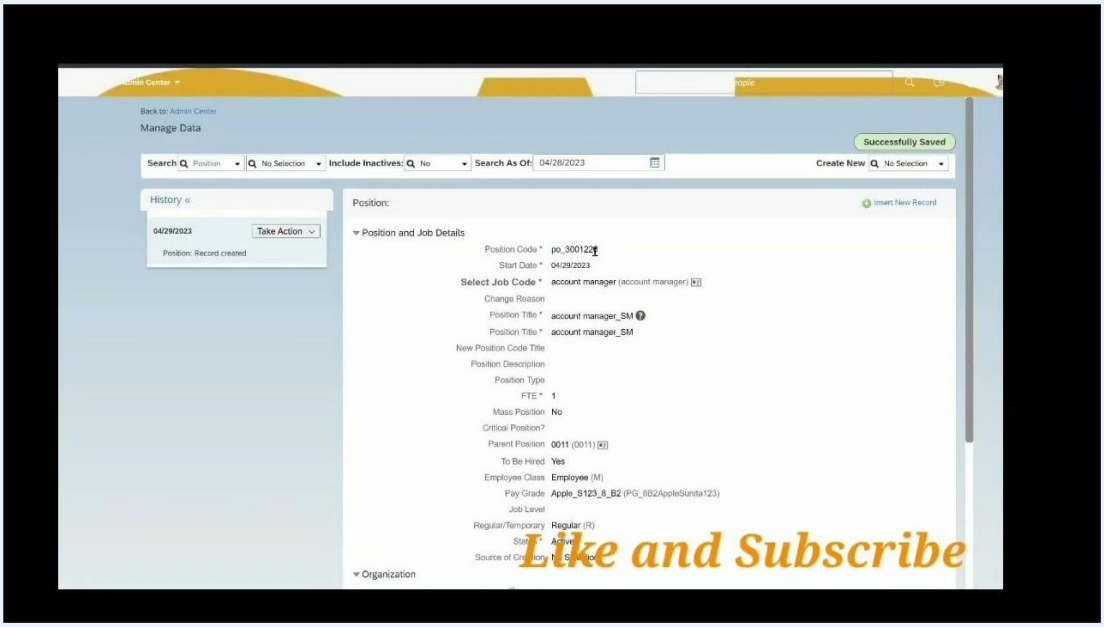
Confirmation dialog for creating a new position, showing the position code and the workflow participants option.

Step 9: Confirm the new position

1. Click **Confirm** to finalize the position. The system processes your request.
2. Wait for the redirect back to the **Manage Data** screen. The new position's details appear there. In the example, they include:

- Position Code: po_3001226
- Start Date: 04/29/2023
- Job Code: account manager (account manager)
- Position Title: account manager_SM
- FTE: 1
- Mass Position: No
- Critical Position: No
- Parent Position: 0011 (0011)
- To Be Hired: Yes
- Employee Class: Employee (M)
- Pay Grade: Apple_S123_8_B2 (PG_8B2AppleSunita123)
- Regular/Temporary: Regular (R)
- Status: Active

- Source of Creation: No Selection



The Confirm button being clicked in the position creation confirmation dialog.

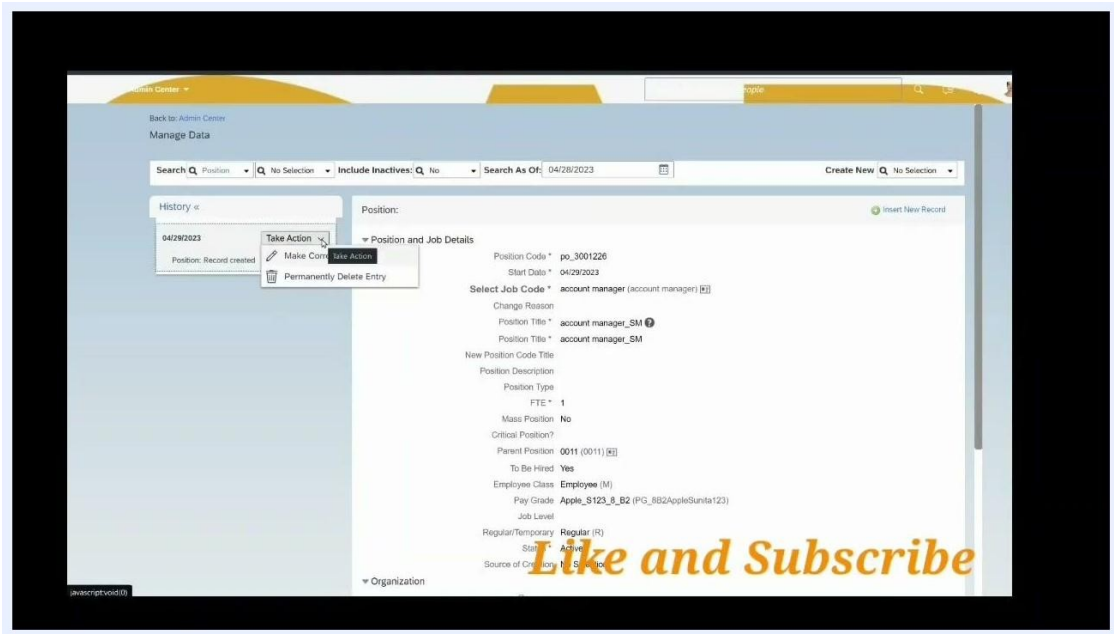
The organization details are also available on this screen.

Correct or delete a position

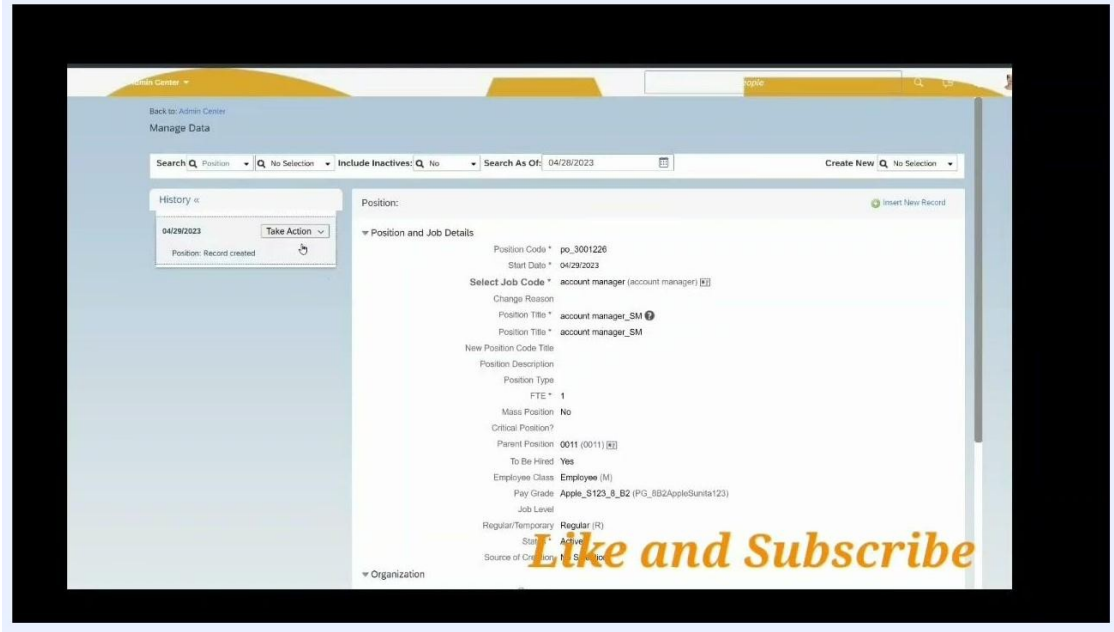
Step 10: Make a correction

1. On the **Manage Data** screen, go to the **History** tab on the left.
2. Click the **Take Action** dropdown next to the relevant date or record.

3. Select **Make Correction** to edit the position details. Alternatively, select **Permanently Delete Entry** to remove the position from the system.



History tab with the Take Action dropdown expanded, showing Make Correction and Permanently Delete Entry.



Manage Data screen showing the updated position details after an action.

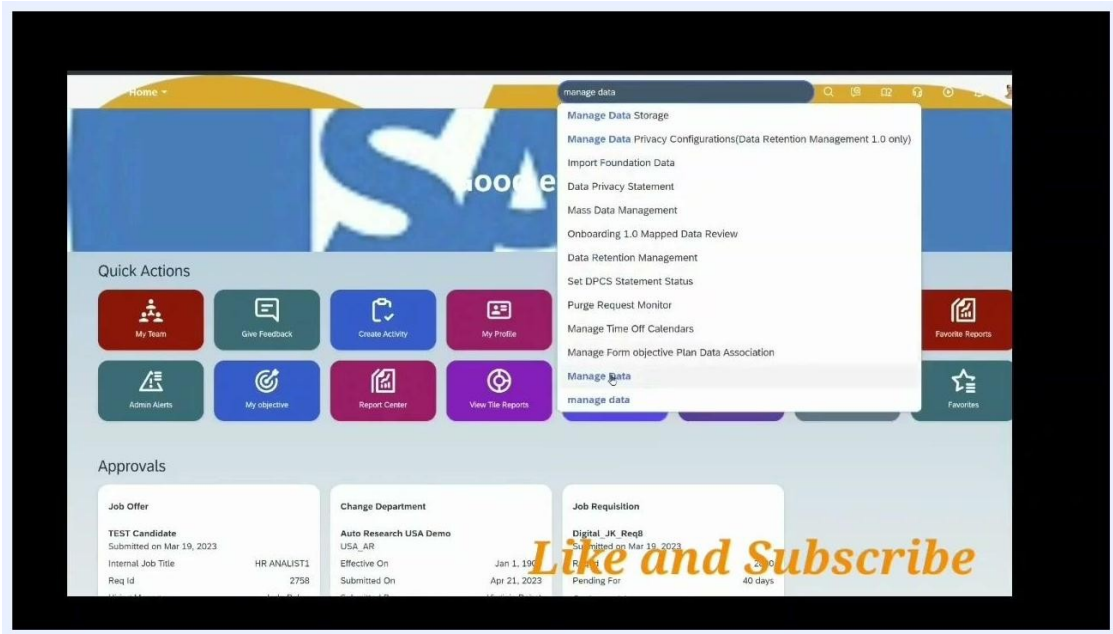
After you take action, the updated position details appear on the same **Manage Data** screen. Confirm that your changes were applied, or that the entry was deleted.

Open Manage Positions

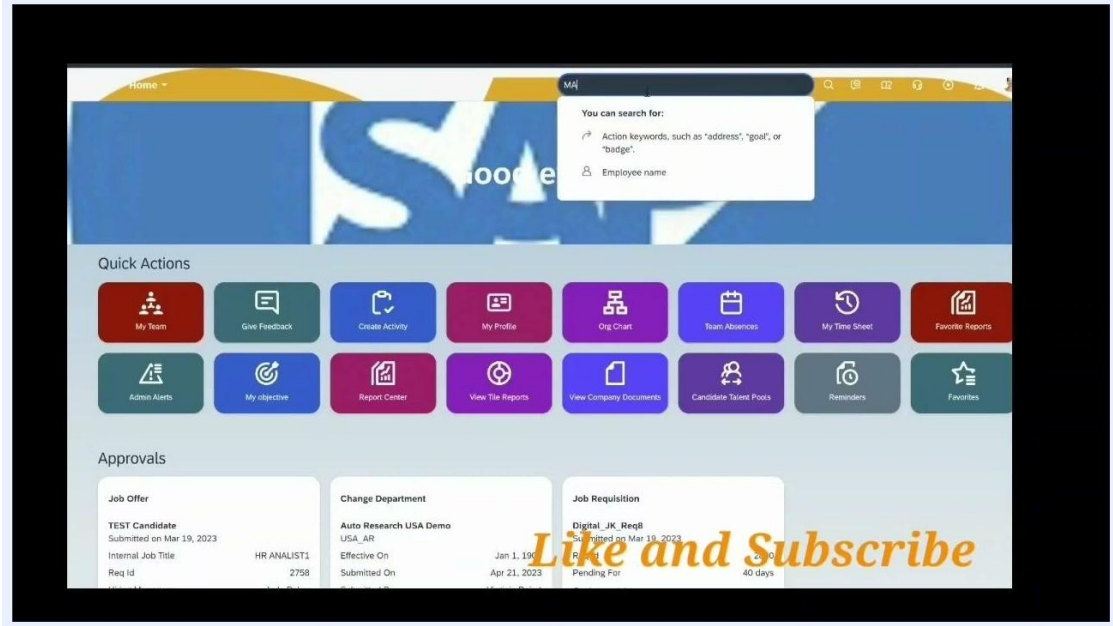
Step 11: Find Manage Positions from the dashboard

1. Click the search bar at the top of the home screen.
2. Start typing "MANAGE POSITIONS" or a similar keyword.
3. Choose the module or action the system suggests.

The dashboard also gives you quick access to other features, including My Team, Give Feedback, Create Activity, Org Chart, Team Absences, My Time Sheet, Favorite Reports, Admin Alerts, My Objective, Report Center, View Tile Reports, View Company Documents, Candidate Talent Pools, Reminders, and Favorites.



Search results dropdown with Manage Data being selected.



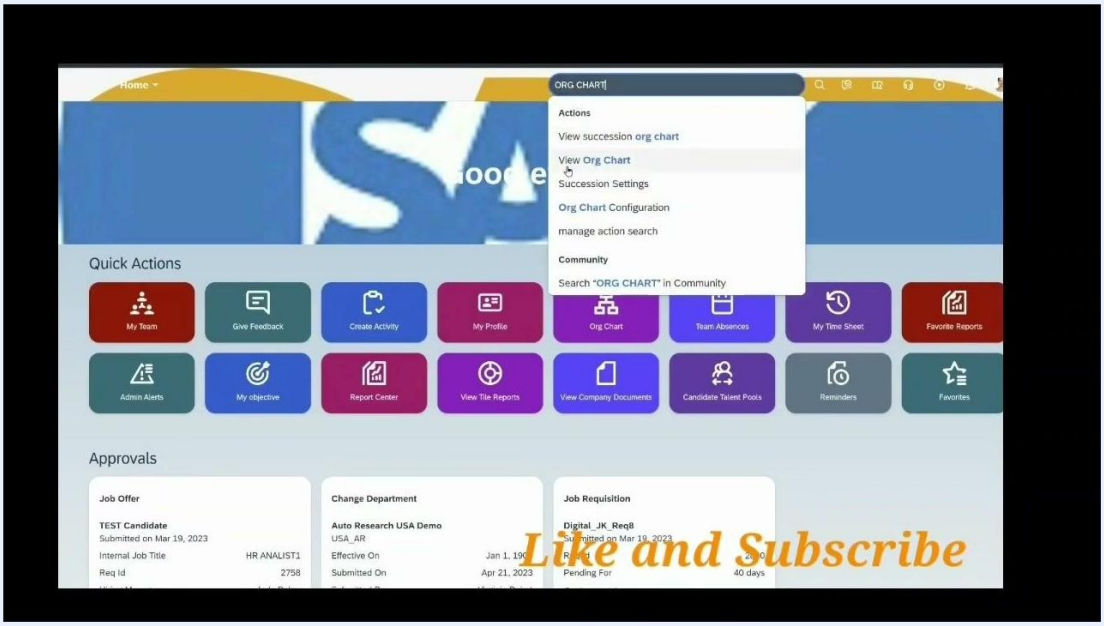
Main dashboard with the search bar in use, showing the quick action tiles and the approvals section.

Work with positions in the Position Org Chart

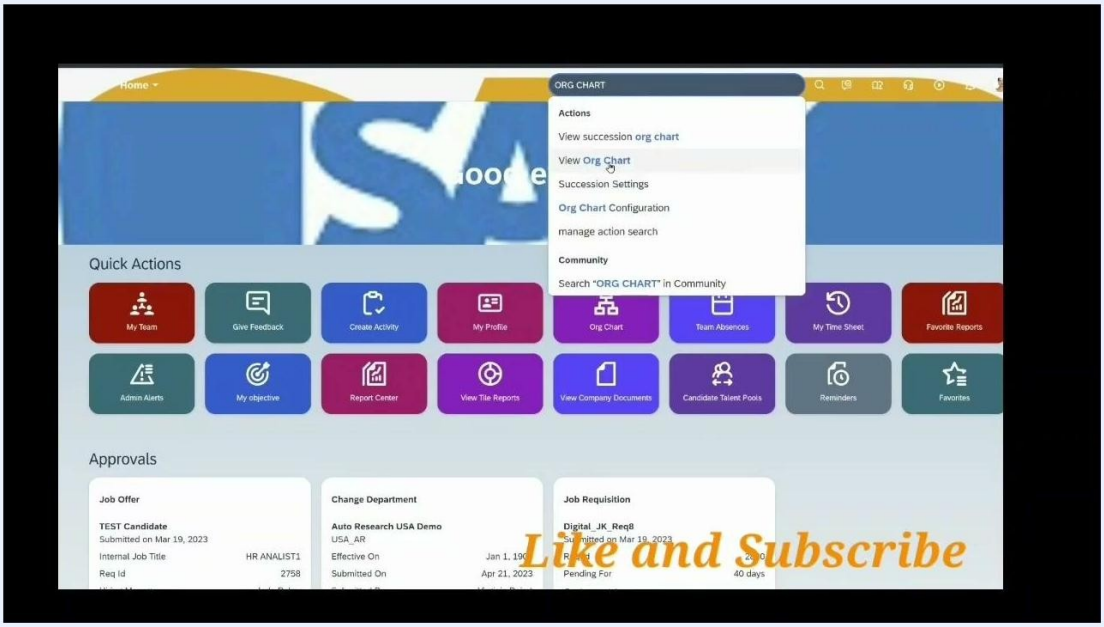
Step 12: Open the Org Chart

1. Click the search bar at the top of the dashboard and type "ORG CHART".

2. Review the suggestions in the dropdown, such as **View Org Chart**, **View succession org chart**, and **Org Chart Configuration**.



Search bar with ORG CHART typed and suggestions including View Org Chart.

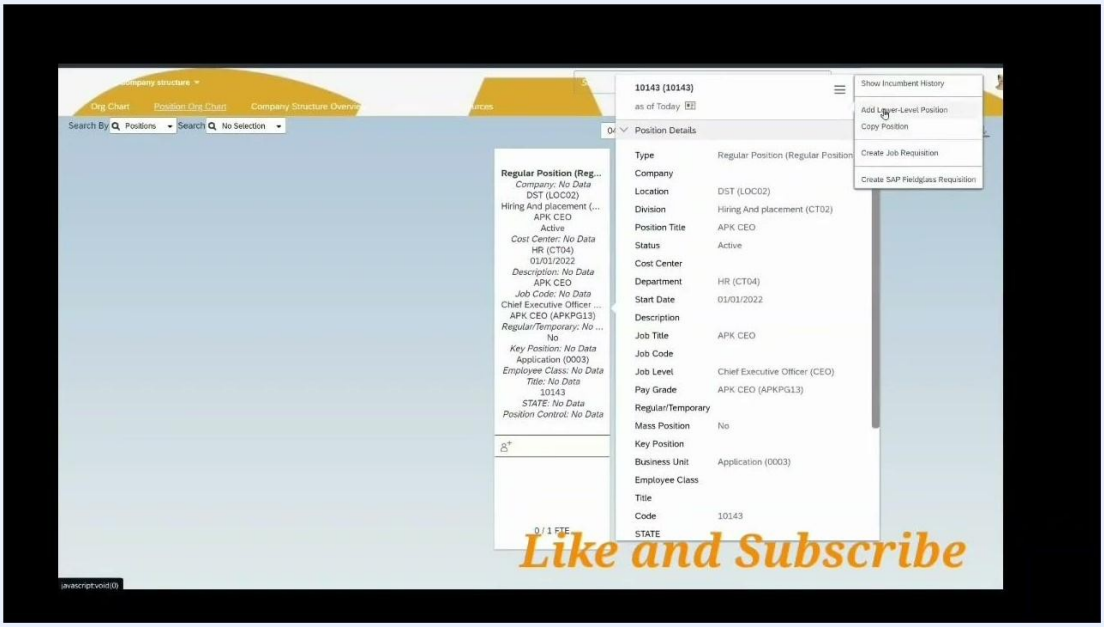


Dropdown with View Org Chart highlighted under the search bar.

3. Select **View Org Chart**. You are redirected to the Position Org Chart view.

Step 13: Locate a position and check whether it is vacant

1. In the Position Org Chart view, find the position you want to review. The screen shows a vertical card with details such as Type, Company, Location, Division, Position Title, Status, Cost Center, Department, Start Date, Job Code, Job Level, Pay Grade, Regular/Temporary, Mass Position, Key Position, Business Unit, Employee Class, Title, Code, STATE, and Position Control.
2. Look at the FTE indicator at the bottom of the card. In the example, the card shows **0 / 1 FTE**, which means the position is vacant and has no incumbent assigned.

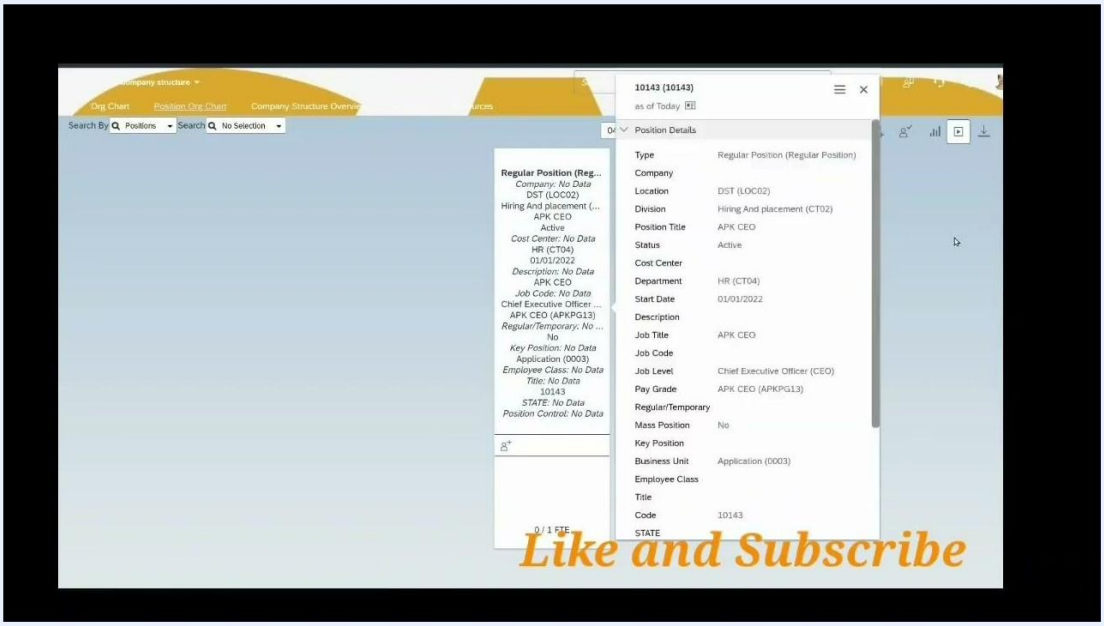


Position Org Chart view showing detailed position card with all organizational fields and FTE.

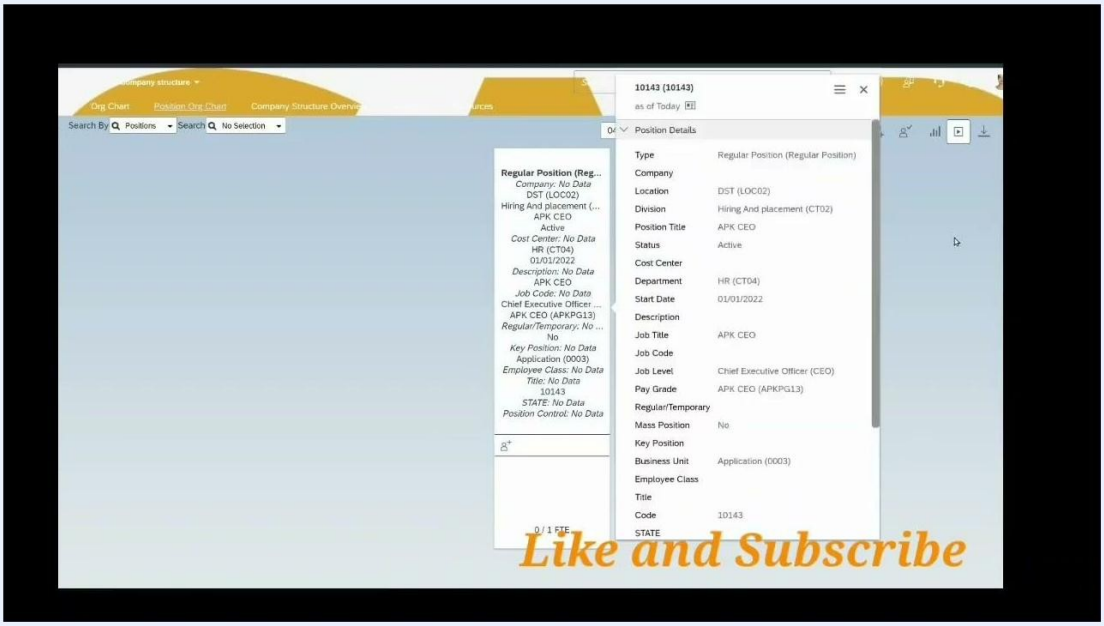
In the example, the card for the APK CEO position shows these values:

- Type: Regular Position
- Location: DST (LOC02)
- Division: Hiring And placement (CT02)
- Position Title: APK CEO
- Status: Active
- Department: HR (CT04)
- Start Date: 01/01/2022
- Job Level: Chief Executive Officer (CEO)
- Pay Grade: APK CEO (APKPG13)

- Business Unit: Application (0003)
- Code: 10143



Position card in the org chart showing 0/1 FTE, which indicates a vacancy, with the position details listed.

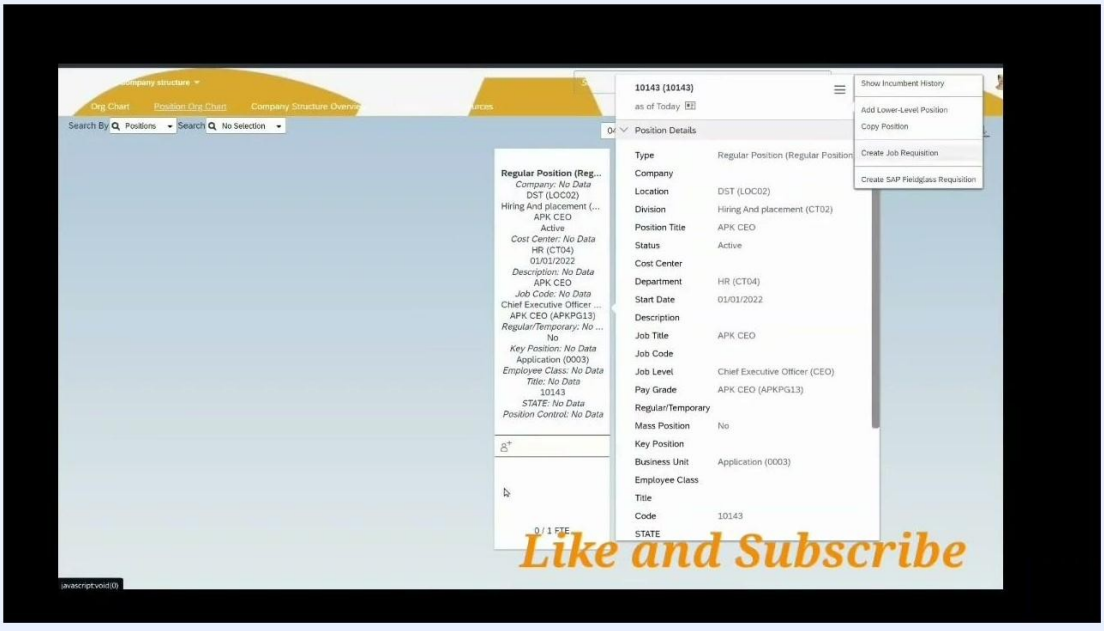


Org chart with position card and expanded Position Details panel showing all organizational fields for the selected position.

Fields that aren't populated display "No Data".

Step 14: Expand the position details

1. Click the position card, or select the position, to open the **Position Details** panel on the right side of the screen.
2. Review the full breakdown of fields. In addition to the fields on the card, the panel shows Description (APK CEO) and Job Title (APK CEO).
3. Use the scroll bar to see all fields if the list is long.



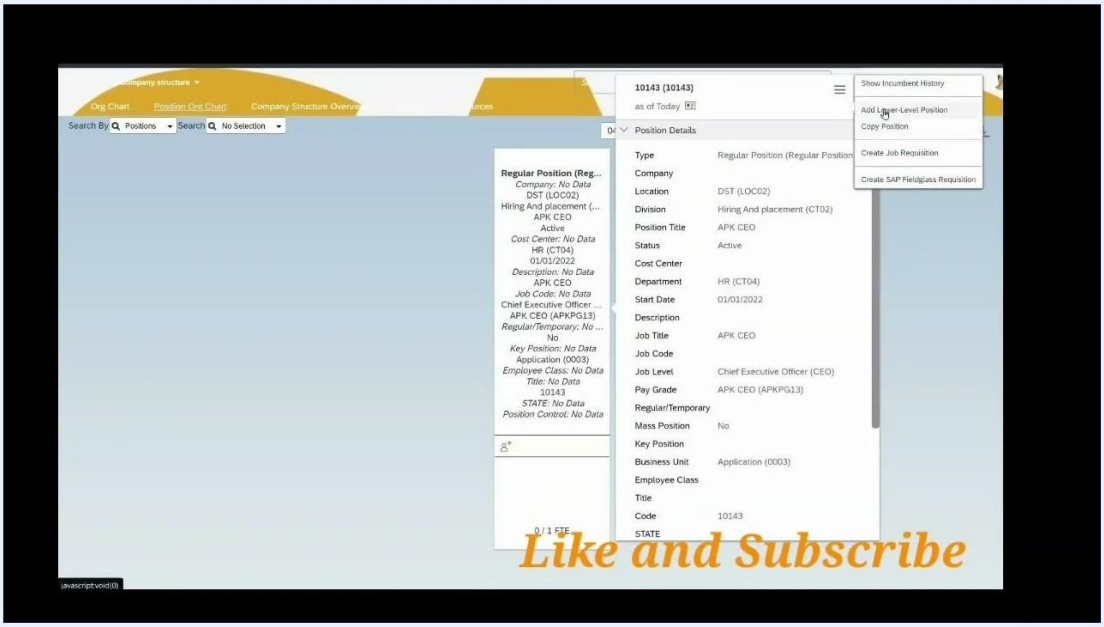
Position details panel with all menu options visible, including job requisition creation.

Step 15: Open the position menu

1. Click the three-bar menu (hamburger icon) on the position card.
2. Review the actions in the context menu:

- **Show Incumbent History**
- **Add Lower-Level Position**
- **Copy Position**
- **Create Job Requisition**

- **Create SAP Fieldglass Requisition**

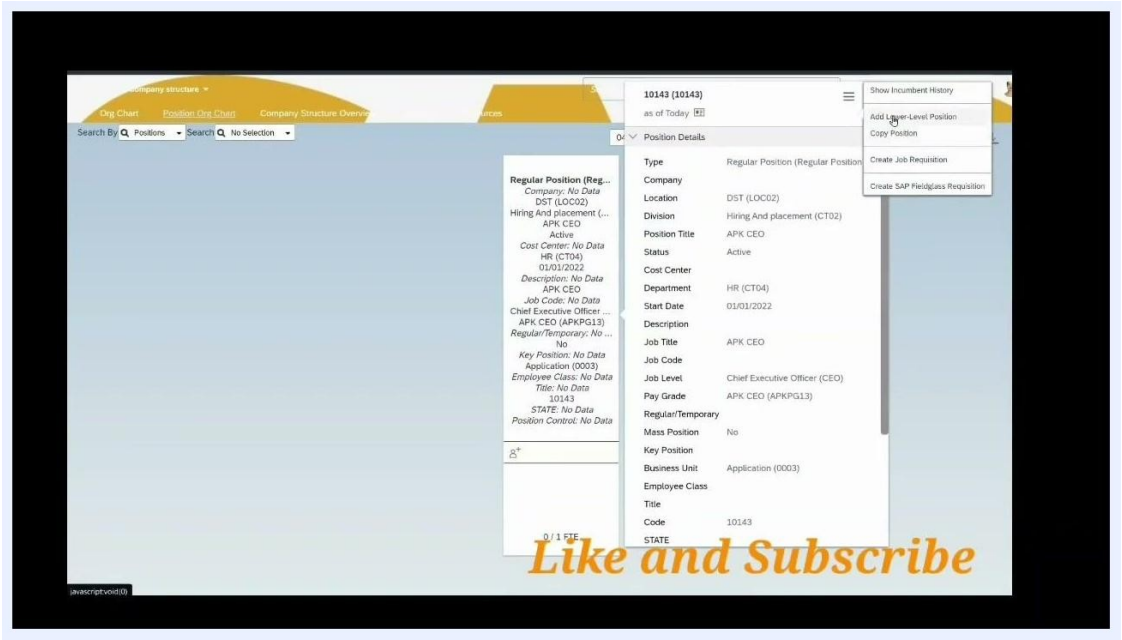


Position card with the three-bar menu expanded, showing the options to add a lower-level position, copy a position, and more.

Step 16: Add a lower-level position or copy a position

- Select **Add Lower-Level Position** to create a new position that reports to the current one. This establishes a hierarchical relationship.

- Select **Copy Position** to duplicate the current position, including its details. This lets you quickly create similar roles.



Position details panel with menu open, highlighting "Add Lower-Level Position" and "Copy Position" options.

Step 17: View history or start hiring

- Select **Show Incumbent History** to see who has held the position.
- Select **Create Job Requisition** or **Create SAP Fieldglass Requisition** to start the hiring process for the position.

What's next

After you create a position, you can correct or delete it from the **History** tab, review it in **Manage Positions**, and see where it sits in the Position Org Chart. From the org chart, you can add lower-level positions, copy existing roles, and start requisitions.

Summary

You now know how to create a position in SuccessFactors using the **Manage Data** method in Employee Central. You fill out the **Position and Job Details** form, set the FTE, parent position, and **To Be Hired** value, review the organization details, and confirm the request. You can then correct or delete the position, and use the Position Org Chart to review it, add subordinate positions, copy roles, and start requisitions.