SUMMARY

This job aid outlines the process of closing a position and freezing/unfreezing a job requisition action in Workday for a student worker or graduate assistant.

CLOSE POSITION

1. Type in the search box the name of the manager for the position. Select the manager's **Supervisory Organization**.

2. Click on the **Staffing** tab.

3. Under the **Position Restrictions**, hover over the position and click on the related action icon.

4. Hover over **Position Restrictions** and select **Close Position**.

5. Select the Close **Reason** and enter a **date** for the Close Date.

6. Click **Submit**. The process is then complete.

FREEZE JOB REQUISITION

1. Type in the search box the name of the manager for the position. Select the manager's **Supervisory Organization**.

2. Click on the **Staffing** tab.

3. Under the **Effective Job Requisitions**, hover over the job requisition and click on the related action icon.

4. Hover over **Job Change** and select Manage Job Requisition Freeze.

5. Click the prompt icon next to Freeze/Unfreeze Reason, select **Freeze Job Requisition > Freeze**, then select the **reason** for the freeze.

6. Next to Freeze/Unfreeze Date, **enter** in the date for the freeze to take effect, and click the box next to **Frozen**.

7. Click **Submit**.

The process is then routed to the Recruiter for review and approval. Then the process is complete.

UNFREEZE JOB REQUISITION

1. Type in the search box the name of the manager for the position. Select the manager's **Supervisory Organization**.

2. Click on the **Unavailable to Fill** tab.

3. Under the **Frozen Positions**, hover over the job requisition and click on the related action icon.

4. Hover over **Job Change** and select **Manage Job Requisition Freeze**.

LSU | Human Resource Management

5. Click the prompt icon next to Freeze/Unfreeze Reason, select **Unfreeze Job Requisition > Unfreeze**, then select the **reason** for the unfreeze.

6. Next to Freeze/Unfreeze Date, enter in the **date** for the unfreeze to take effect, and click the box next to Frozen.

7. Click **Submit**.

The process is then routed to the Recruiter for review and approval. Then the process is complete.