Workday Brief: Supervisory Organizations

Workday Briefs provide an introduction to basic Workday concepts.

This Workday Brief covers Supervisory Organizations (Sup Orgs), their structure, and the concept of Workday Staffing Models.

To the left is an example of an organizational chart in Workday, which is a visual representation of a Sup Org.

Each Sup Org will have a Sup Org Manager. Anyone who reports to that Sup Org Manager will appear beneath the Sup Org Manager in the org chart.

More on Supervisory Organizations

- Sup Orgs are the required primary organization structure of Workday HCM.
- They were built from the “Reports to Position” ID structure in HRMS.
- Sup Orgs require a Staffing Model of either Position Management (PM) or Job Management (JM).
- Positions only exist within Sup Orgs.
- Members are the people in the Positions, and they will report to the Manager of the Sup Org.

Sup Orgs have a standardized naming convention. Below is an example of how to read and understand Sup Org names.

Supervisory Organization Name

- Code: The abbreviation that identifies your CSU
- Staffing Model: Position Management (PM) or Job Management (JM)
- Supervisory Organization Name
- Manager’s Name and EID: The Manager to whom the workers in the supervisory organization “report to”
More on Staffing Models

Anyone hired at the university will be hired into a Sup Org with one of two Staff Models.

- **Position Management (PM) Staffing Model**
  - PM can track who has been in a single position over time.
  - A position can be kept open when a worker terminates or transfers to rehire someone else into that position.
  - PM Sup Orgs are for tracking vacant/open positions—such as Staff and Tenured/Tenure Track Faculty.

  1. **Example**: a PM organization with an Administrative Assistant position can track that position over time.
  2. **Example**: in HRMS, only positions that are budgeted are eligible for budgetary funding. These positions are—tenure/tenure track faculty, A&P, and Classified.

- **Job Management (JM) Staffing Model**
  - JM jobs can be easily added into your organization without needing to create a position.
  - Positions require a worker, or else they cannot exist.
  - Jobs are not open positions in the organization, so the positions will go away once the worker is no longer active.
  - There is no limit on the number of Jobs that can be filled.
  - Less maintenance is required of the definitions for individual positions.
  - JM will **NOT** track who has been in a single position over time.
  - JM can track who has held a Job in the Sup Org over time.

  JM is best for **Student Workers, Contingent Workers, Variable Workers, Faculty Summer Assignments, Nonemployees** (UT Affiliate, Independent Contractors, etc.) and **Non-Tenure Track Faculty** (because these are positions that are not eligible for budgetary funding).