**How to Find Workday Position IDs**

For filled positions only:

1. In Workday, navigate to the worker profile by typing the worker’s name in the search bar at the top of the screen and selecting the worker from the list of results.

 

1. When on the worker profile, click the Job tab on the left hand side.



1. Then select the All Jobs tab on the top of the page.



1. Then scroll down on this page and you will see a table like the one pictured below. It will include the Position ID for the position the worker is in.



For both filled and vacant positions:

1. Position IDs for both filled and vacant positions can be found by running reports. In Workday, run report “All Positions for Supervisory Organization- RPT0462” and the results will include position IDs.

