Use this process to **UPDATE** a position description in Workday

**OR**

Use this process as **Step 1 to RECLASSIFY** a position description in Workday – Only Step 1 is needed if position is Vacant

From the Home Screen (as an **Initiator**):

1. Type “**View Supervisory Org**” in search box, click on generated text OR hit Enter

2. Select appropriate Supervisory Org using the prompt if necessary and click OK.

3. The “Members”, “Staffing (Available to Fill)”, and “Unavailable to Fill” tabs house positions that you may update.

4. Use the related action off of the position and go to Position > **Edit Position Restrictions**

5. This is the Edit Position Restrictions page under the Hiring Restrictions tab. Please select the **Position Change Reason**: Edit Position > Update **OR** Edit Position > Reclassification

6. **UPDATES ONLY**: You may change the **Job Posting Title** (Working Title). **Do not change the following**: Earliest Hire Date, Job Family, Job Profile, and Job Description Summary. Make changes only to the...
Position Management:

**following**: Job Description (SP duties w/ Percentages; AMP

Essential and Marginal Functions), Location, Time Type; and Worker Sub-Worker Type.

**RECLASSIFICATIONS ONLY**: You may change the Job Posting Title (Working Title). **Do not change the Earliest Hire Date.** Make changes only to the following: Job Family, Job Profile, Job Description Summary**, Job Description (SP duties w/ Percentages totaling 100; AMP Essential Function Statement and Marginal Functions), Location, Time Type; and Worker Sub-Worker Type.

**Delete the current Job Description Summary, Copy and Paste NEW Job Description Summary the using the related action off the newly selected Job Profile:**
7. Next, scroll to top of page and select the **Qualifications** Tab. Insert appropriate Certification, Education (Degree Only), Work Experience (At least Minimum Qualifications), and check appropriate ADA/Supplemental Question box.

8. When finished, enter any appropriate comments and click “Submit” for the next approval level or “Save for Later.”
**Position Management:**

**Approval Step:** (as **HR Partner** if not an initiator):

9. Review Position Request

10. Click “Approve”, “Deny”, “Send Back”, “Save for Later”, or “Cancel”

Process will route to Compensation Central Partner. It will then route to the Compensation Partner to:

**Review Default Compensation:** (as **Compensation Partner** if not an initiator):

11. Scroll down to the Salary(AMP) or Hourly(SP) row and click the EDIT icon at the end of the row.

12. **IF CHANGING:** Enter amount in pop-up window and click DONE

13. Click on the CHECK icon

14. Click “Approve” at the bottom of page.

---

**UPDATES ONLY:** Use if changing SmartTag Distribution for established position:

Search for **Assign Costing Allocation:** (as **HR Partner**):

15. Select position from “Position Restrictions” field and click “OK.”

16. Enter the start date and click on the “+” sign to add additional Costing Allocations. Select the required SmartTags from the Costing Override field:

Your screens and processes may vary from those described here.
Position Management: Edit Position Restrictions

SP/AMP

Start Date: 06/11/2015
End Date: 

Current Attachments

Costing Allocation Attachments

<table>
<thead>
<tr>
<th>Order</th>
<th>Default (As of Start Date)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Business Unit: BU001 Boca</td>
</tr>
<tr>
<td></td>
<td>Cost Center:</td>
</tr>
<tr>
<td></td>
<td>Fund: FAU_F000 Grants and Aids</td>
</tr>
<tr>
<td></td>
<td>Program:</td>
</tr>
<tr>
<td></td>
<td>SmartTag: TAG9000281 College of Nursing (CON)</td>
</tr>
</tbody>
</table>

Costing Override

17. Continue to add as many records and SmartTags as required

18. Click “Submit.”