

# Position Management:

## Edit Position Restrictions SP/AMP

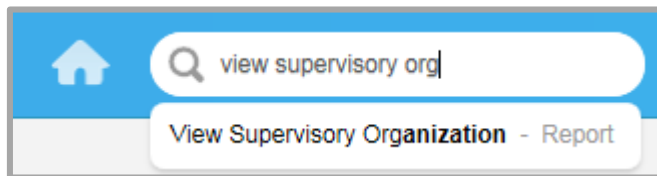
Use this process to **UPDATE** a position description in Workday

OR

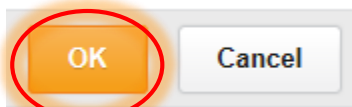
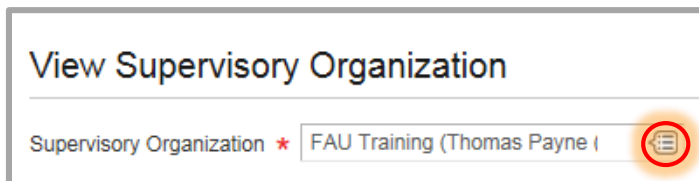
Use this process as **Step 1** to **RECLASSIFY** a position description in Workday – **Only Step 1 is needed if position is Vacant**

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

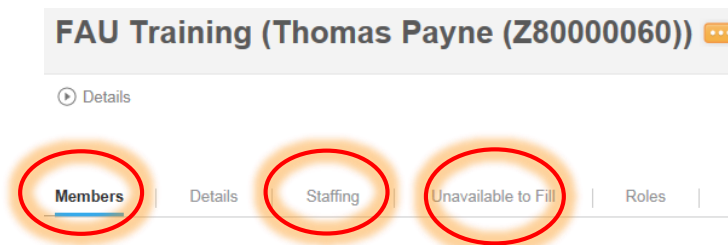
1. Type “**View Supervisory Org**” in search box, click on generated text OR hit Enter




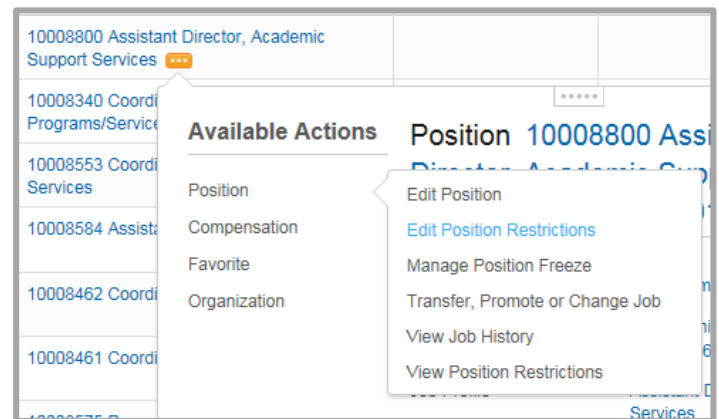
2. Select appropriate Supervisory Org using the prompt if necessary and click OK.



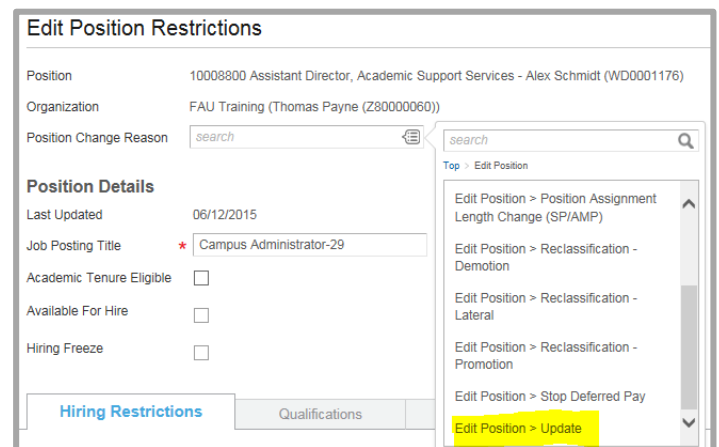
3. The “Members”, “Staffing (Available to Fill)”, and “Unavailable to Fill” tabs house positions that you may update.



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 > 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**

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## Edit Position Restrictions

**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:**

The screenshot shows a web application for job profiles. On the left, there is a sidebar with a search bar and a list of job descriptions. The search bar contains the text 'Coordinator'. Below it, there is a list of job descriptions, including 'Responsible to an Assistant Director, As needs of a specific department, college, c and external to the university. Independent Designs, develops, manages, and imple'. On the right, there is a detailed view of the 'Coordinator' job profile. The title 'Job Profile Coordinator' is displayed. Below it, there is a section titled 'Job Profile Summary' which contains the text: 'Responsible to an Assistant Director, Assistant De to the university. Independent decision making and applicable laws, policies, and procedures. Master's'.

Hiring Restrictions	Qualifications	History
Note	Hiring restrictions are only applicable when a position is open	
Availability Date	★ 06/11/2015	
Earliest Hire Date	★ 06/11/2015	
No Job Restrictions	<input type="checkbox"/>	
Job Family	<input type="text" value="search"/> <ul style="list-style-type: none"> <li>Administrative Managerial Professional</li> </ul>	
Job Profiles for Job Family	Academic Paraprofessional Administrative Paraprofessional Assistant Athletic Coach Assistant Audit Services/Investigations Administrator Assistant Controller Assistant Coordinator Assistant Dean Assistant Dean, Student Affairs Assistant Director, Academic Programs Assistant Director, Academic Support Services More (158)	
Job Profile	<input type="text" value="search"/> <ul style="list-style-type: none"> <li>Assistant Director, Academic Support Services</li> </ul>	
Job Description Summary	Responsible to the Director or an Associate Director, Academic Support Services. Responsible for development and direction of one or more Director or Associate Director in his/her absence, as required by assigned areas of responsibility. Coordinates the development and direction of one or more Director or Associate Director in his/her absence, as required by assigned areas of responsibility. Coordinates the development, implementation and achievement of the goals and objectives for the department. Responsible for liaison activities among functional area(s) and the completion of an appropriate area of specialization and two years of appropriate experience.	
Job Description	Responsible to the Director or an Associate Director, Academic Support Services. Responsible for development and direction of one or more Director or Associate Director in his/her absence, as required by assigned areas of responsibility. Coordinates the development, implementation and achievement of the goals and objectives for the department. Responsible for liaison activities among functional area(s) and the completion of an appropriate area of specialization and two years of appropriate experience.	
Location	<input type="text" value="search"/> <ul style="list-style-type: none"> <li>Boca Raton</li> </ul>	
Time Type	<input type="text" value="search"/> <ul style="list-style-type: none"> <li>Full time</li> </ul>	
Worker Type	<input type="text" value="search"/> <ul style="list-style-type: none"> <li>Employee</li> </ul>	
Worker Sub-Type	<input type="text" value="search"/> <ul style="list-style-type: none"> <li>Regular</li> </ul>	

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**.

Certifications		
+	Required	Country

Competencies		
+	Required	*Competency

Education		
+	Required	*Degree
-	<input checked="" type="checkbox"/>	BACH

Work Experience		
+	Required	*Work Experience
-	<input type="checkbox"/>	2 Years Appropriate Experience

Languages		
+	Required	*Language

Responsibilities 54 Items		
+	Required	*Responsibility
-	<input checked="" type="checkbox"/>	ADA: Physical Demands, Characteristics: None:
-	<input checked="" type="checkbox"/>	Supplemental Question: This position requires a va

8. When finished, enter any appropriate comments and click "Submit" for the next approval level or "Save for Later."



<b>Submit</b>	Save for Later	Cancel
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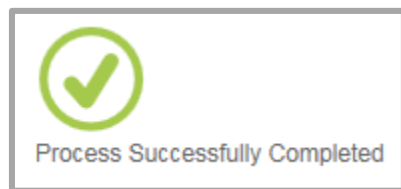
**Approval Step:** (as HR Partner if not an initiator):

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."



### Assign Costing Allocation


Under the Costing Allocation field, select **Worker and Position**. Next, click on the ADD button to open up the first column, enter the new allocation under the Costing Override column. If you want to add another allocation, click on the plus (+) button.

#### Worker Costing

Worker	<input type="text" value="search"/>	
Position	<input type="text" value="search"/>	
Earning	<input type="text" value="search"/>	

#### Position Restrictions Costing


Effective Date	<input type="text" value="06/19/2015"/>	
Position Restrictions	<input type="text" value="search"/>	



- Positions by Supervisory Organization ▶
- Positions by Location ▶
- Positions by Manager ▶

<input type="button" value="OK"/>	<input type="button" value="Cancel"/>
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16. Enter the start date and click on the "+" sign to add additional Costing Allocations. Select the required SmartTags from the Costing Override field:

Start Date ★ 06/11/2015 

End Date  

Current Attachments

### Costing Allocation Attachments

	Order	Default (As of Start Date)
 	 	Business Unit: BU001 Boca Cost Center: <input type="text"/> Fund: FAU_F0000 Grants and Aids Program: <input type="text"/> SmartTag: TAG000281 College of Nursing (CON)

### Costing Override



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

**18.** Click "Submit."