

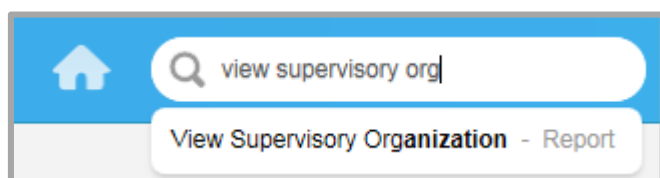
# Position Management:

Use this process as **Step 2** to **RECLASSIFY** a position in Workday **WITH** an incumbent

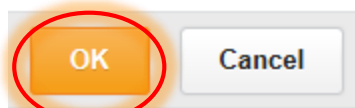
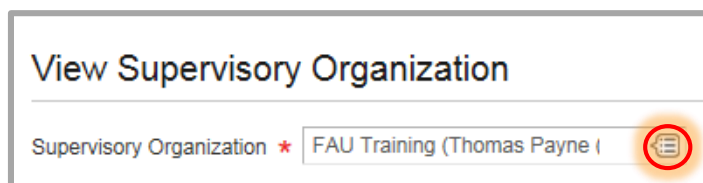
Process may also be used to change FTE and end dates for Time-Limited positions

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

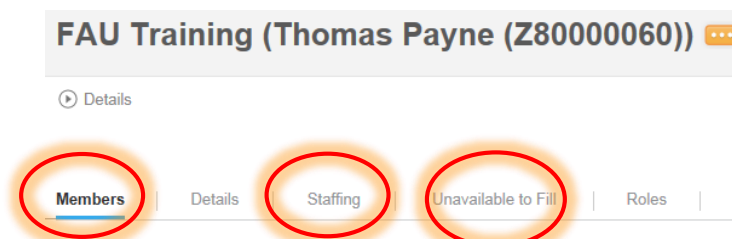
1. Type "**View Supervisory Org**" in search box, click on generated text OR hit Enter



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

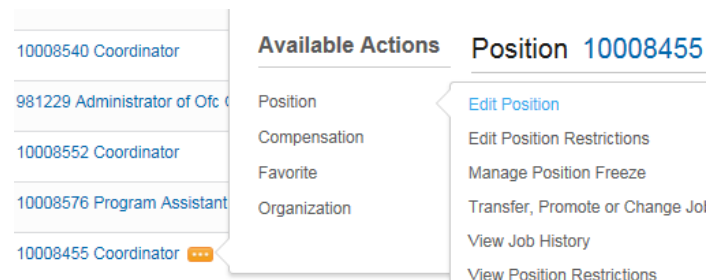


3. The "Members", "Staffing (Available to Fill)", and "Unavailable to Fill" tabs house positions that you may update.

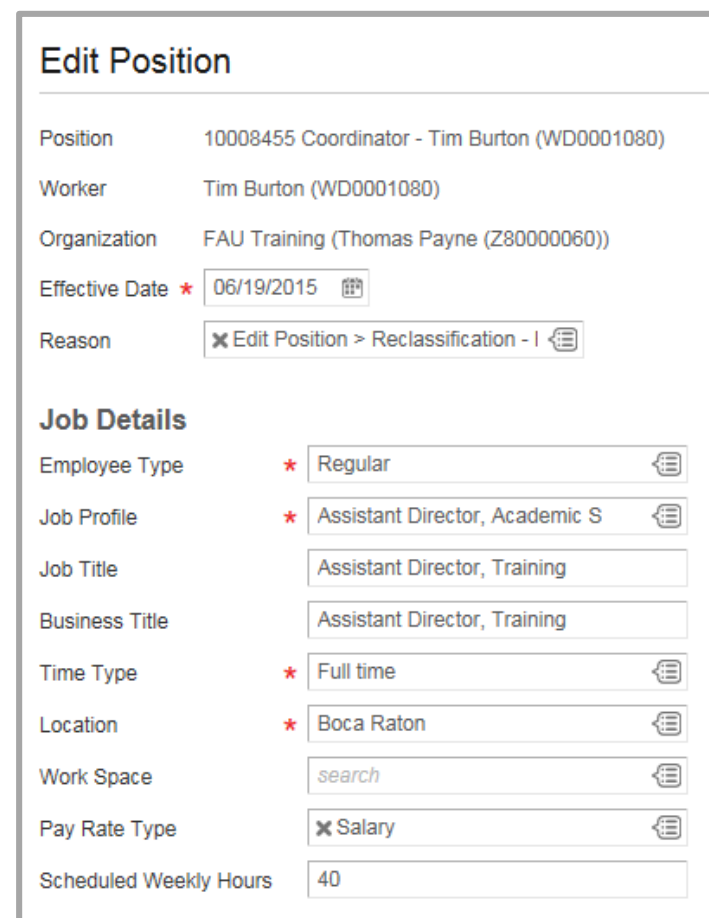


## Edit Position SP/AMP

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



5. On the Edit Position page select an **Effective Date**, **Reason: Edit Position > Reclassification, new Job Profile, new Job Title (working title), Time Type, Location, and Work Space**. You may also change the **Scheduled Weekly Hours** in order to change FTE. If this is a Time Limited Position, click Additional Details to insert an End Employment Date.



6. Click "Submit."

### Assign Costing Allocation for Edit Position:

(as **HR Partner**):

7. Select "Worker and Position" for Costing Allocation Level. Current Costing Allocation should appear.

Start Date \* 05/25/2015
End Date \_/\_/\_

Costing Allocation Attachments

+	Order	Default (As of Start Date)
+ -	▼ ▼	Business Unit: BU001 Boca Cost Center: CC9999 FAU_Default Cost Center Fund: FAU_99999 FAU_Default Fund Program: PG6100 General Administration SmartTag: TAG999999 FAU_Default Test SmartTag

8. Enter the start date and click on the "+" sign to add additional Costing Allocations. Select the required SmartTags from the Costing Override field and adjust the Distribution Percent as needed:

Costing Override

search

\*Distribution Percent

100

100

9. Click "Submit."

### Assign Costing Allocation for Edit Position:

(as **Cost Center Manager**):

10. Click Approve, Send Back, Deny, or More.

### Assign Organizations: (as **HR Partner**):

11. Review or Edit SmartTag and click "Submit."

### Request Compensation Change for Edit Position: (as **Compensation Partner**):

12. Refer to **Step 7** of Request Compensation Change Job Aid for SP or AMP Employees

### **Process routes to Compensation Central Partner for Approval**

13. Review Compensation Change (**Management Chain**) and Click "Approve."

**Submit Security Request for Position (if applicable):** (as ***Manager***):

- 14.** Submit security a request ticket to the Help Desk for Workday if additional roles are required. Click "Submit" once completed or not required.

**Process completes with Compensation Finance Partner**

