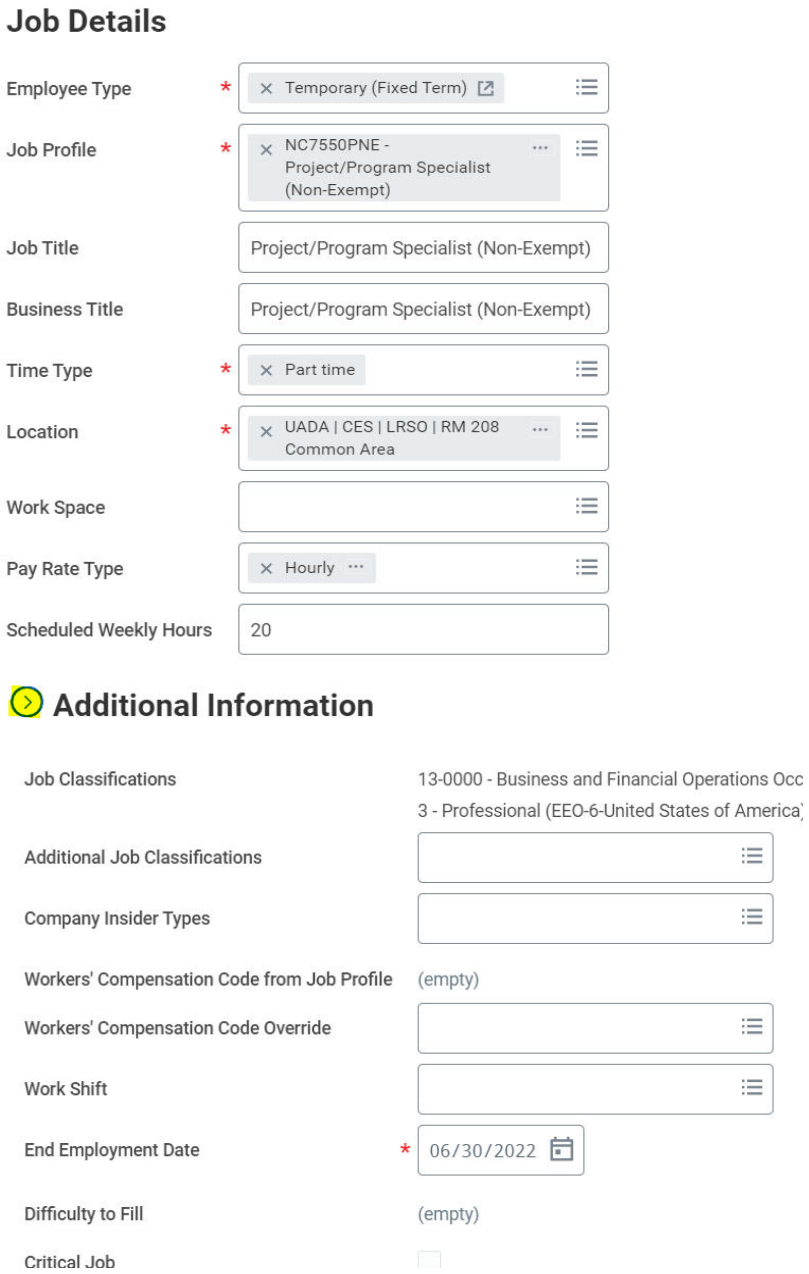
Positions: Edit Position – Correct Employment End Date

This quick reference guide (QRG) supports Employment Coordinators and those in the management chain who need to update an End Date for a fixed term employee.

From the Workday Home page:

1. Search for **Edit Position** in the Workday search bar.
2. In the Positions field, search for the position you need to edit by Manager Hierarchy, Workers I Support, or Supervisory Org. Click through until you find the appropriate position, then click Submit. Alternatively, you can also search using the employee's name or position number.
3. Select the Effective Date of today's date.
4. In the **Reason** field, select Edit Position and then **Edit Position > Correct Employment End Date.**
5. Click the blue arrow to expand the Additional Information section.
6. Edit the **End Employment Date** to the appropriate date in the next fiscal year.
7. If you are unsure of the End Date or if the employee is working only as needed (WOWN) use the last day of the next fiscal year.