

This job aid supports roles that can initiate position restrictions who need to edit additional data for positions, such as the Compensation Partner, Graduate Student Partner, Workstudy Partner, Department Head, Manager, or Management Chain.

EDIT ADDITIONAL DATA

After the new position is requested or an edit has been made to existing position restrictions, the initiator will now continue the process by editing additional data.

1. Click **Edit Additional Data**.
2. Add or edit the **Position Percent** – this indicates if the position is full time (75% FTE or 30 hours/week) or part time (less than 75% or less than 30 hours/week). This will set the restrictions on the maximum FTE for the worker.
3. Click **Submit**. *Position Percent changes will be routed to the Compensation Partner for approval and the Graduate Student Partner if the position is for a graduate assistant.*
4. The next step is to add or edit Position Data, if applicable. Click the **Edit Additional Data** button to begin or click **Skip** if not applicable.
5. Review each Position Data question carefully. Note that the questions with the red asterisks are required. Some questions may not be applicable to your institution.
6. Review the background check questions that assist you in determining which background checks are needed for the position. The final question asks you to select the needed

background checks based on your answers to the previous questions.

7. After answering all applicable questions, enter any **Comments** if needed.
8. Click **Submit**.

NEXT STEPS

The Department Head, if not the initiator, will receive an inbox item to review the position restrictions and additional data.

Next, the Compensation Partner will review and then receives steps to update the default compensation for the position and assign a pay group if was not already assigned.

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| Background Checks Criminal Background Check Is this a non-faculty position designated as a safety officer or operate facilities distributing hazardous substances? | <input checked="" type="checkbox"/> |
| Background Checks Criminal Background Check Is this position a senior administrator who is assigned a level of responsibility and authority that provides broad access to sensitive or protected University information, is granted high level authority for transaction approval, is in an executive position for which there is limited supervision or oversight or whose conduct bears significantly on the University's reputation? | <input type="checkbox"/> |
| Background Check Adult Maltreatment Will this person be working in a health care or protection position with seniors over 60 years of age and/or adults over 18 years of age with disabilities? | <input type="checkbox"/> |
| Background Checks Financial Credit Check Does this position have extensive cash management duties, with access to cardholder data sets or access to the cardholder data processing or storage environment as a primary job duty? | <input type="checkbox"/> |
| Background Checks Financial Credit Check Is this a senior financial administrator who is assigned a level of responsibility and authority that provides financial oversight or is granted high level authority for transaction approval? | <input type="checkbox"/> |
| Background Checks Substance Abuse Testing Is substance abuse testing required by law, University policy or business necessity? | <input type="checkbox"/> |
| Background Checks Overall Requirements Based on the answers to the above background check requirement questions, which background checks are required for this position? NOTE: This information will show on the external career site for candidates when the position is advertised. | <input checked="" type="checkbox"/> × Criminal Background Check  |