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.