Edit Position Restrictions allows the qualifications, job duties, and more about a position to be changed. The changes can be for a vacant or filled position. The HR Partner, Compensation Partner, Employment Coordinator, Workstudy Partner, Grad Student Partner, Department Head, Manager, and Management Chain can initiate this business process.

EDIT POSITION RESTRICTIONS

1. In search bar, type '**Edit Position Restrictions'**.

2. Select **Edit Position Restrictions task**.

3. Select the **Position** you are updating.

4. Click **OK**.

5. In the **Position Change Reason** field, click the prompt icon then select **Edit Position Restrictions.** Select the appropriate change reason.

6. Make any needed changes to fields in the **Position Details** section. Note that the Hiring Restrictions tab information will not take affect for the employee currently in the position, but for the next employee that is hired in.

7. The **Qualifications** tab is where the qualifications on the position, such as responsibilities, can be edited.

8. Click **Submit** once all changes have been made.

> Note: If Organization Assignments need to be changed or the Pay Group needs to be assigned, those will be completed as standalone processes outside this business process.

NEXT STEPS

The initiator will then be prompted to Edit Additional Data on the position. Open the Edit Additional Data inbox item to make additional data updates if necessary, including position percent and position data (refer to Edit Position Restrictions: Edit Additional Data QRG).

Once position restrictions and additional data (position percent and position data) are completed, the Department Head will review if they are not the initiator. It will then route to the Compensation Partner.

> Note: If the edit is on a Graduate Assistant Position, it will route to the Graduate Student Partner. If the edit reason was to make updates to a workstudy position, the Workstudy Partner will receive the item in their inbox to review.