SUMMARY

This job aid outlines the process and workflow of loading an Edit Position Restrictions action in Workday. This job aid applies to Faculty, Other Academic, Professional/Unclassified, Classified, Transient, Wages as Earned (WAE), and Non-Employee positions.

EDIT POSITION RESTRICTIONS

1. In the **Workday search bar**, type the supervisor's name for the area the position is housed in, then click **Enter**.
2. Select and click the supervisor's name option that contains the subtitle "Supervisory Organization". Under the **Staffing** or **Unavailable to Fill** tabs, locate the position you would like to edit.
3. Next to the position, click on the brick icon, hover over Position Restrictions, and select **Edit Position Restrictions**.
4. In the **Position Change Reason** field, select the appropriate reason for the Edit Position Restrictions request. Below is a chart that lists each Reason and when it should be used:

Reason	Used For
Update Position for Posting	Editing a position that became vacant to be advertised for filling. Also used for editing positions that will be linked to an Evergreen job requisition.
Update Position Title & Job Criteria - No Posting	Editing the job posting title and other position criteria to match the budget line after an employee's job changes. A posting is not required since the job is filled.
Temporary Additional Job	Editing a position that will be used as an additional job for a worker.

5. In the **Job Posting Title** area, type the job title.
6. Complete the Hiring Restrictions sub-tab following the steps below:
   a. Determine the **Availability Date** (when the position is available to fill). You can use the date you are editing the position. If future-dated, the position will not be accessible until that date.
   b. Enter the **Earliest Hire Date**. You can also use the date you are editing the position.
   c. Select **Job Family** based on job profile.
   d. Type in the **Job Profile** name.
   e. For **Special Instructions**, click on the text box and type in any special instructions for the applicants and a department contact information using the verbiage below, including needing to attach three professional references or a copy of transcripts when applying, etc.
      • *"For questions or concerns regarding the status of your application or salary ranges, please contact "Insert DEPARTMENT OR HIRING MANAGER'S Name" at "Insert Contact Number and email."*
   f. For the **Job Description** section, type in the job duties and qualifications (minimum, preferred, special, physical, and if needed, any required licenses or certifications) for the position.
      • For Classified positions, confirm the job specifications are correct by referring to the Civil Service website. The Civil Service website link to the appropriate job specification must be included in the Job Description section for all Classified position requests. Please also include any required test scores needed for Classified positions.
   g. In the **Location** field, type the appropriate campus work location.
   h. For **Time Type**, select if the position is full-time or part-time.
   i. For **Worker Type**, select Employee.
   j. For **Worker Sub-Type**, select the appropriate employee type.
   k. For **Default Weekly Hours**, always enter 40.

l. Enter the **Scheduled Weekly Hours** the position will be working (full-time = 40). The FTE will automatically populate once the Default and Scheduled Weekly Hours are filled.

m. Under **Attachments**, attach a copy of the job description.

7. Click **Submit**.

NEXT STEP: PROVIDE JOB REQUISITION INFORMATION

1. For Reason, select either Administrative, New Position, or Replacement. See further explanation below:
    a. Select **Administrative > Non-Competitive**; No Recruiting Required for positions that have a direct hire waiver that has been approved or if advertising will be delayed.
    b. Select **New Position > Position Previously Did Not Exist** when the department is requesting additional staff.
    c. Select **Replacement > Employee Has Resigned or Transferred** when the previous incumbent has resigned or transferred. Use the text box to identify the employee that has resigned or transferred from this position.
    d. Select **Replacement > Employee Terminated** when the previous incumbent was involuntarily terminated. Use the text box to identify the employee that terminated from this position.

2. For Recruiting Instructions, select from one of five options:
    a. Select **Post Internally and Externally** when advertising to LSU employees and the public.
    b. Select **Post Internally Only** when there is an approved waiver to advertise to LSU employees or department employees only.
    c. Select **Posting Not Required** when there is an approved waiver to not advertise or if hiring from an evergreen requisition.
    d. Select **Post to Waiver Site** when there is an approved waiver to not advertise.
    e. Select **No Posting at this Time** if you do not want the position to be posted yet.

3. For desired duration of advertising, select one of the following options:
    a. Select **Minimum 5 days** for Classified positions only.
    b. Select **Two weeks** for Faculty, Other Academic, Professional/Unclassified, and Classified Positions. Two weeks is the maximum duration a Classified position can be advertised per requisition.
    c. Select **Open Until Filled** for Faculty, Other Academic, and Professional/Unclassified positions that should remain open until the search has concluded.
    d. Select **No Posting at this Time** if there's an approved waiver, are linking to an Evergreen, or do not want the position to be advertised yet.
    e. Select **Other** to specify a period not mentioned in the options above. A text box will appear to enter how long you'd like the position posted for.

4. Select whether you are willing to consider remote work outside the state of Louisiana for this position.
    a. If yes, please note that positions approved to work remotely outside the state of Louisiana shall be employed through nextSource Workforce Solutions for Employer of Record services, including but not limited to, employment, benefits, payroll, and tax compliance. Positions employed through Employer of Record services will be offered benefits and retirement as applicable through their provider and will not be eligible for state of Louisiana benefits and retirement.

5. List any **external websites** or **publications** you'd like the job advertised on.

6. If advertising on an external website, provide the **account number** to charge the costs to.

7. Enter the **account number** to charge background checks to. No charges will be incurred until a candidate is selected and moved through the Background Check step in the Recruiting Module.
8. Select if a **Search Committee** is needed for this search.
9. If this position should be linked to an Evergreen requisition, provide that **Evergreen requisition number**.
10. If the position is temporary or fixed-term, provide the **compensation actual end date**.
11. If there's any additional information or specific verbiage to include on the requisition or external advertisement, provide the text or attachments.
12. Click **Submit**.

NEXT STEP: CHANGE ORGANIZATION ASSIGNMENTS
1. **Review** the Effective Date, Supervisory Organization, Company, and Cost Center that populates for accuracy.
   a. If the Cost Center needs to be corrected, click the pencil icon in the Cost Center section. Click on the prompt icon and type the correct Cost Center number associated with the position.
2. Click **Submit**.

NEXT STEP: DEFAULT COMPENSATION CHANGE FOR POSITION EVENT
1. **Effective Date** will automatically populate.
2. The Total Base Pay section information will populate once information is entered into the Salary or Hourly section.
3. Compensation Package, Compensation Grade, and Compensation Grade Profile will automatically populate based on the job profile that was selected for the position.
4. Compensation information will be entered into either the **Salary** or **Hourly** section.
   a. **Salary** – If the position is salaried, enter the salary amount. If the position will have an end date, click on the Additional Details section to add the Actual End Date.
   b. **Hourly** – if the position is hourly, enter the hourly rate. If the position will have an end date, click on the Additional Details section to add the Actual End Date.
5. **Allowance Plans** can be added at this step, if applicable.
6. Merit Plan will automatically be based on the job profile that was selected for the position.
7. Click **Submit**.

NEXT STEP: ASSIGN PAY GROUP FOR POSITION RESTRICTIONS EVENT
1. In the **Proposed Pay Group** field, select the appropriate pay group. A pay group is a group of employees who are paid on the same payroll cycle. Below is a chart that lists each pay group and when it should be used:

Pay Group	Used For
Academic	4-month and 9-month Faculty/Other Academic
Professional	Salaried Professional/Unclassified, 12-month Faculty/Other Academic, and Graduate Assistants
Student	Hourly student workers
Wage	Hourly Professional/Unclassified, Classified, Wages as Earned, and Transients
Non-Employee	Out-of-state workers employed through nextSource Employer of Record services

2. Click **Submit**.

WORKDAY WORKFLOW

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┌──────────────────┐      ┌──────────────────┐      ┌──────────────────┐
│  Edit Position   │      │                  │      │   Approval by    │
│   Restrictions   │  ⇨   │  Approval by HR  │  ⇨   │  Compensation    │
│  Initiated by HR │      │ Department Head  │      │ Finance Partner  │
│     Analyst      │      │                  │      │                  │
└──────────────────┘      └──────────────────┘      └──────────────────┘
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┌──────────────────┐      ┌──────────────────┐      ┌──────────────────┐
│                  │      │  Update Custom   │      │                  │
│   Create Job     │  ⇦   │ Objects on       │  ⇦   │  Approval by HR  │
│ Requisition by   │      │ Position by HR   │      │  Comp Partner    │
│    Recruiter     │      │  Comp Partner    │      │                  │
└──────────────────┘      └──────────────────┘      └──────────────────┘
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