

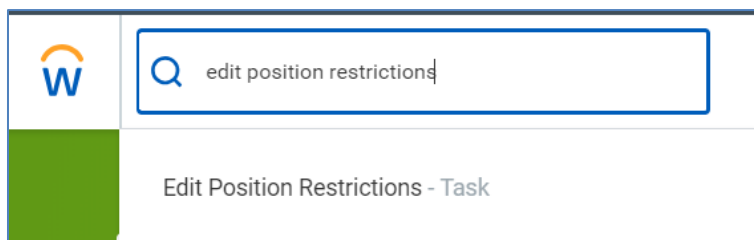


## Edit Position Restrictions

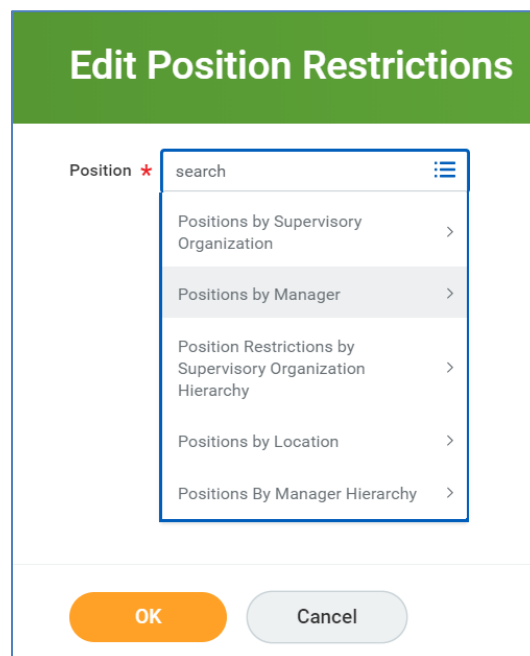
**Edit Position Restrictions** is used to make specific changes to a vacant position or a position that will become vacant. See a list of the *Position Change Reasons* in Step 5 of this document.

This functionality is assigned to Hiring Managers, Administrative Assistants, and Department Chairs for managing changes to open positions within their organizations prior to creating the job requisition.

1. Enter **Edit Position Restrictions** into the *Search* bar and select it from the search results.



2. In the **Position** field, click the **Prompt** icon, select **Positions by Manager** and select the manager.
3. From the displayed list of positions, click the appropriate position number to edit.
4. Click the **OK** button.



5. In the **Position Change Reason** field, click the **Prompt** icon, select **Edit Position**, and from the list of options, select the type of change for this position.

Decrease Restrictions – used when the requirements, salary, responsibilities, etc. of a position are reduced.

Funding Source – used when the funding source is changing such as university, grant, revenue or auxiliary funded. Note: If you have questions, please contact the Budget and Planning Office.

Increase Restrictions – used when the requirements, salary, responsibilities, etc. of a position are raised.

Title Change Only – used when the original job posting title needs to be adjusted.

6. The original information from the position displays and can be changed as required. Scroll through and adjust the original data from the position in the system.
7. Review and complete the **Questionnaire** and the **Org Change** information.
8. When you get to **Compensation Change**, notice the system has adjusted the compensation information based on the changes made to the position information.

**Default Compensation Change**  
P1021318 multimedia assistant (Unfilled) [Actions](#)  
Instructional Technology and Design Services (Yanling Sun) [Actions](#)

### Compensation

**Effective Date & Reason**

Effective Date: 06/20/2019 [Edit](#)

**Guidelines** [Edit](#)

**Total Base Pay Range**

- 44,489.93 - 71,209.02 USD Annual added
- 69,024.33 - 110,509.37 USD Annual removed

**Compensation Package**  
AFT

**Grade**  
AFT Schedule D (12 Month)

**Grade Profile**

- AFT 12 Range 18 added
- AFT 12 Range 27 removed

**Step**

- AFT 12 Month Range 27 Step 1 - 71285.74 USD removed

**Progression Start Date**  
06/20/2019

**Salary**

[Submit](#) [Save for Later](#) [Close](#)

9. Confirm the new information is correct, or update it accordingly.
10. Click the **Submit** button.

The request proceeds through the standard approval process for a position.