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.
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.