

# Edit Position Restrictions

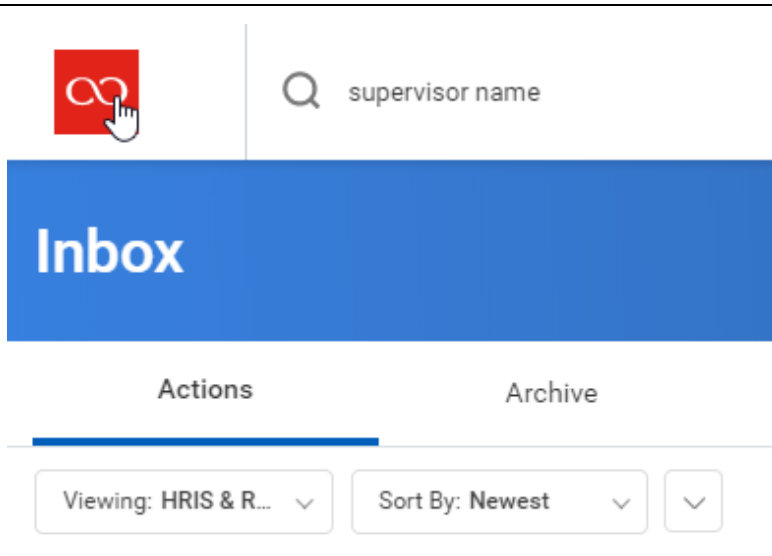
## Overview

Use this to edit the properties of a worker's position (filled or unfilled).

**Who Does This:** HR Business Partner

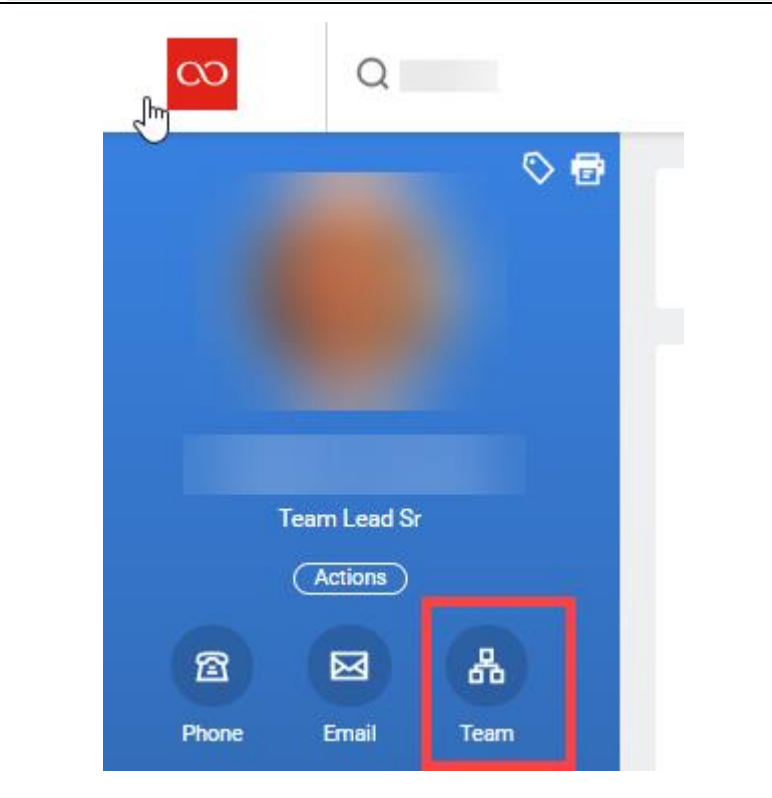
## Things to Know:

- Steps below for editing position restrictions for both unfilled and filled positions.
- Assigns prerequisites for position.
- Job profile, worker type, time type are a few of the fields that can be added, edited, or modified with this action.



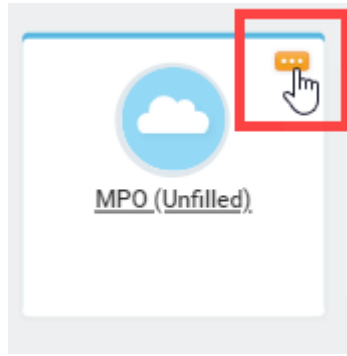
### Unfilled Positions: Step 1

Use the Workday search box at the top to type in the Supervisor's name to find the open/unfilled position under that supervisor / supervisory organization.



### Unfilled Positions: Step 2

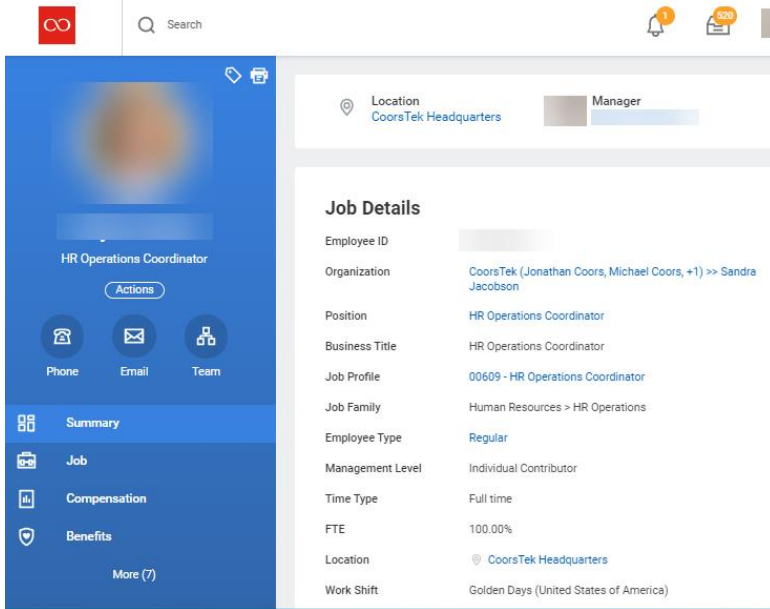
Click on the Team icon on the Supervisor's worker profile.



### Unfilled Positions: Step 2a

Find the open/unfilled position that needs to be edited and click on the related actions button (3 dots).


Then Skip forward to Step 3 below.



### Filled Positions: Step 1

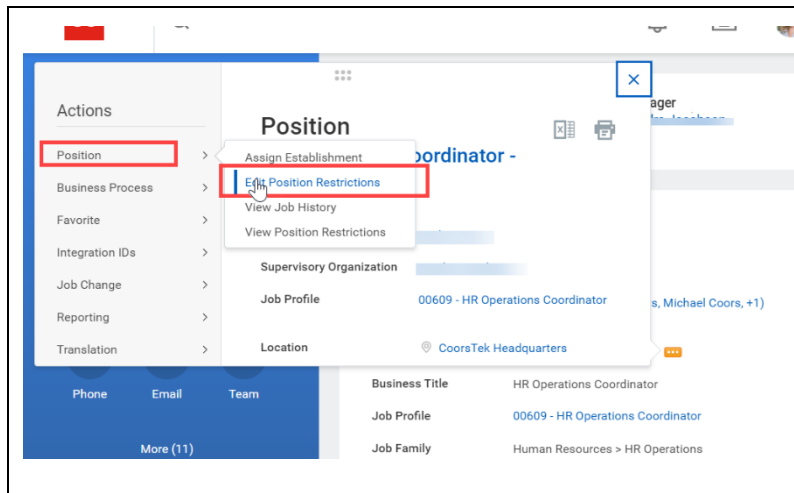
Type in the Worker's name in the search box and go to the Job Details section on the Worker's profile.

### Job Details

Employee ID	[Redacted]
Organization	CoorsTek (Jonathan Coors, Michael Coors, +1) >> Sandra Jacobson
Position	HR Operations Coordinator 
Business Title	HR Operations Coordinator
Job Profile	00609 - HR Operations Coordinator
Job Family	Human Resources > HR Operations

### Filled Position: Step 2

Under Position, click on the related actions button (bar with 3 dots).



### Step 3

Select Position >> Edit Position Restrictions.

## Edit Position Restrictions

Position: HR Operations Coordinator - Kayla Jones

Organization: Sandra Jacobson

Position Change Reason:

### Position Details

Last Updated: 02/03/2020

Job Posting Title \*

Available For Hire:

Hiring Freeze:

### Step 4

The "Edit Position Restrictions" window will open. Begin completing all the required fields and any other optional fields as necessary.

## Edit Position Restrictions

Position: HR Operations Coordinator - Kayla Jones

Organization: Sandra Jacobson

Position Change Reason:

Position Details

Last Updated: 02/03/2020

Job Posting Title \*

Available For Hire:

Hiring Freeze:

Search

← Edit Position

Edit Position > Decrease Restrictions

Edit Position > Increase Restrictions

### Step 5

Use the list symbol to select the reason for the position change.

Scroll down to continue completing the rest of the required fields in the window.

<p>The screenshot shows the 'Hiring Restrictions' tab selected. It includes a note about applicability, an availability date of 01/21/2020, an earliest hire date of 01/21/2020, a 'No Job Restrictions' checkbox, a 'Job Family' dropdown set to 'Human Resources', and a list of job profiles for that family. At the bottom are 'Submit', 'Save for Later', and 'Cancel' buttons.</p>	<p><b>Step 5</b> When finished, click the “Submit” button.</p>
<p>The screenshot shows a confirmation message: 'You have submitted Edit Position Restrictions: HR Operations Coordinator'. It features a green checkmark icon, the text 'Process Successfully Completed', a 'Do Another' link, a 'Details and Process' link, and a 'Done' button at the bottom.</p>	<p><b>Step 6</b> .Click “Done”</p>

## FAQ's

**What happens next?** Once a position's restrictions have been edited a job requisition can be opened against the position or a worker hired into an unfilled/open position.

### Other important notes:

- Hiring restrictions are only applicable when a position is open.
- Changes to using this action are applied to future hires or transfers into this position and not to any worker currently occupying the position.
- Position restrictions can only be edited and modified as long as there is not an open Job Requisition attached to the position. If there is an open job requisition, then the requisition must be closed prior to the position restrictions being edited.