

View Position Restrictions

Overview

This job aid outlines the process for an Employee, Manager, and other Workday security roles to view an Employee's Position Restrictions. Position Restrictions comprise the job summary, job description, responsibilities and required qualifications of a specific position

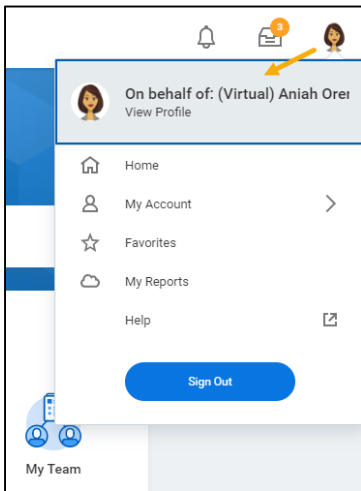
Prerequisites: N/A

Important Information:

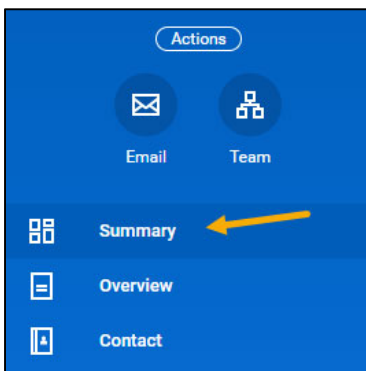
- An Employee's Position Restrictions are visible to the Employee, their Manager, and other Workday security roles
- Position Restrictions can be edited by several Workday Security roles, including Managers. This most often happens during the Performance Review process or when there is a change in the Employee's position

Steps

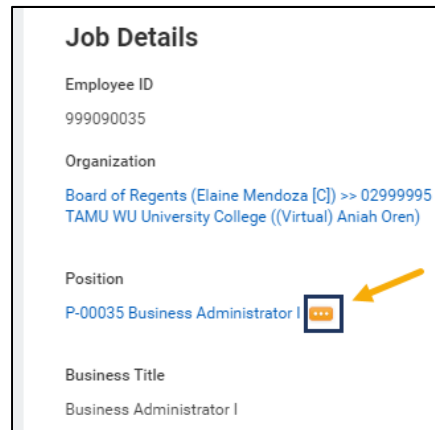
1. Navigate to the Employee Worker Profile



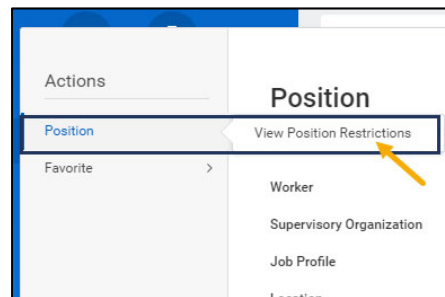
You will default to the Summary page



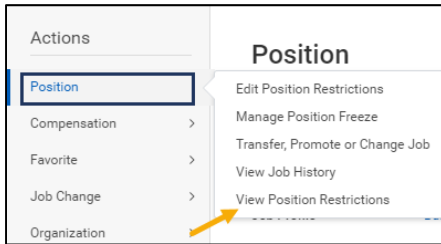
2. Locate the link for the Employee's position on the right side of the page and click the Related Action icon



3. Select **Position > View Position Restrictions** from the Actions menu



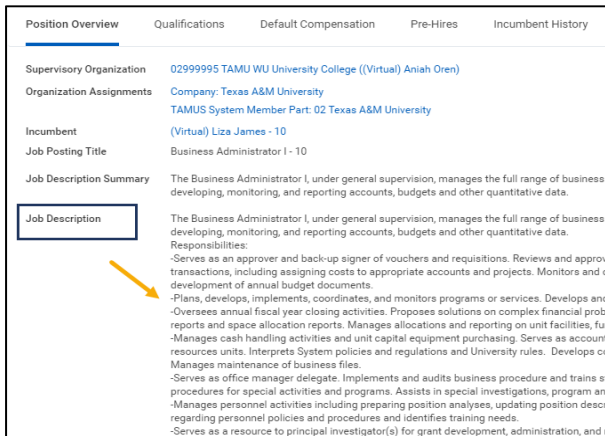
Note: Managers and other Workday Security roles will have additional options listed



Example of Manager view

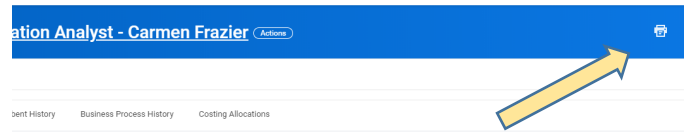
- The page will open to the tab Position Overview. There are additional tabs such as Qualifications, Default Compensation and more

On the Position Overview tab you will see the following



Note: If changes are needed, Employees should contact their Manager for assistance. Managers can initiate the Edit Position Restriction process with the HR Classification and Compensation Analyst.

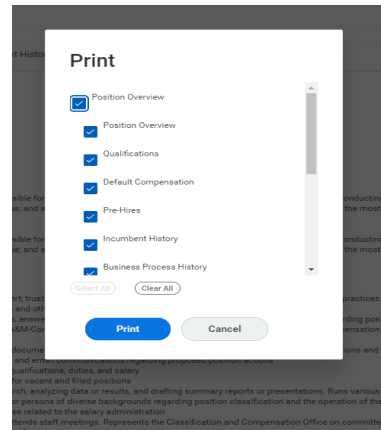
- To print (or save as pdf) click on the print button on the top right of the screen.



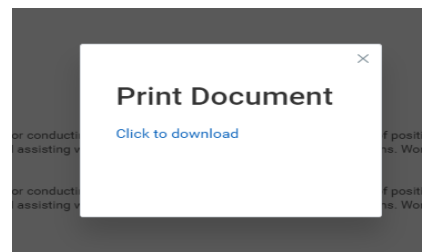
possible for conducting job analyses to determine proper classification of positions; conducting and completing salary surveys; evaluating requests for new positions and recommending the status, and assisting with overall administration of compensation programs. Works on the most complex of cases. Serves as Subject Matter Expert in specialty area.

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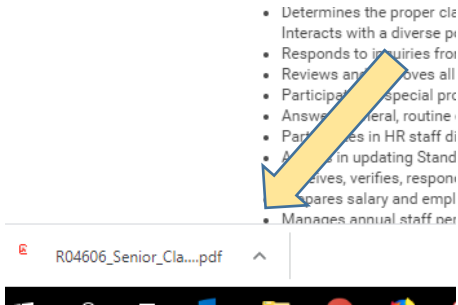
Select "Print"



Select "Click to download"



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This completes the **View Position Restrictions** process.