

Edit Position Restrictions



People · Service · Business

LINK

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Log in to the Employee Work Center

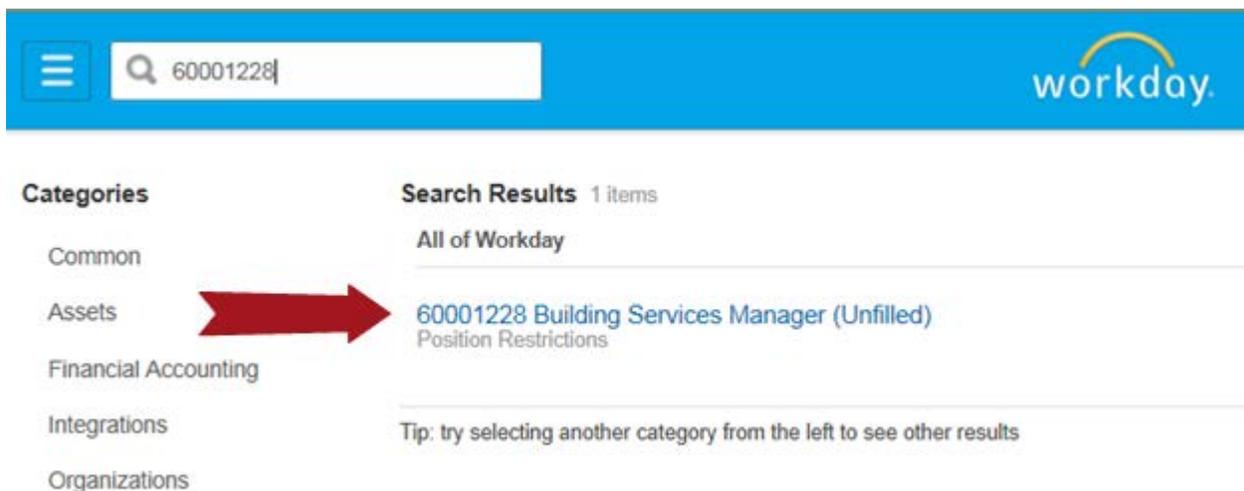
1. Type your User Name, press tab, and then type your password.
2. Click **Sign In**, or press enter.



The screenshot shows the Workday login interface. At the top is the Workday logo. Below it, the text "Sign In to Workday:" is displayed. There are two input fields: "User Name" and "Password". Below the "User Name" field is an orange "Sign In" button. Underneath the button are two links: "Change Password" and "Forgot Password?". To the right of the login fields is a graphic with the text "LINK" and "EMPLOYEE WORK CENTER -- If you forgot your password, please click the 'forgot password?' link to reset your password for the Employee Work Center. By answering the Challenge Questions correctly, you will receive an email with a temporary password to log on with. Contact your Agency's Security Partner, if you do not receive a temporary password email."

Edit Position Restrictions

1. Type the position number in the **search** box and hit **Enter**.
2. Click the hyperlink for the position.



The screenshot shows the Workday search results page. At the top, there is a search bar with the text "60001228" and a magnifying glass icon. To the right of the search bar is the Workday logo. Below the search bar, there are two columns: "Categories" and "Search Results 1 items". The "Categories" column lists "Common", "Assets", "Financial Accounting", "Integrations", and "Organizations". The "Search Results" column shows "All of Workday" and a single result: "60001228 Building Services Manager (Unfilled) Position Restrictions". A red arrow points from the "Assets" category to the search result. Below the search results, there is a tip: "Tip: try selecting another category from the left to see other results".

Edit Position Restrictions

- From the related actions icon, go to **Position Restrictions > Edit Position Restrictions**.

The screenshot shows the top section of the system interface for the position '60001228 Building Services Manager (Unfilled)'. It includes a breadcrumb trail: 'Position Overview' > 'Incumbent'. Below this are tabs for 'Position Overview', 'Hiring Restrictions', 'Qualifications', and 'Default Compensation'. The 'Position Overview' tab is active. A 'Supervisory Organization' field shows 'DHHS GIVH Facility Administrator (Alexander G Willford (5206075))'. On the right, an 'Available Actions' menu is open, listing options like 'Position Restrictions', 'Audits', 'Business Process', 'Compensation', and 'Favorite'. A sub-menu for 'Position Restrictions' is also open, with 'Edit Position Restrictions' highlighted in a red box.

- Click the prompt icon in the **Position Change Reason** field and select the appropriate reason.

The screenshot shows the 'Edit Position Restrictions' page for the same position. The 'Position Change Reason' field has a search icon. Below it is the 'Position Details' section with fields for 'Last Updated' (10/03/2013), 'Job Posting Title' (Building Services Manager), 'Available For Hire' (checked), 'Hiring Freeze' (unchecked), and 'Job Description'. At the bottom, there are 'Availability Date' and 'Earliest Hire Date' fields, both set to 04/01/2012. A dropdown menu is open from the search icon, listing various actions like 'Edit Position > Assigning EDC Groupings', 'Edit Position > Change FTE/Scheduled Weekly Hours', etc.

- Change the Job Posting Title.

The screenshot shows the 'Edit Position Restrictions' page with the 'Job Posting Title' field highlighted. The field contains the text 'Building Services Manager'. The rest of the page content is the same as in the previous screenshot.

- Scroll down the page to the Hiring Restrictions tab.

Edit Position Restrictions

4. Edit any of the following fields by clicking the prompt icon in the field and selecting the appropriate category:
 - a. Job Family.
 - b. Job Profile (title/code).
 - c. Location.
 - d. **Time Type** (*required field).
 - e. **Worker Type** (*required field).
 - f. Worker Sub-type.

NOTE: NEVER CHECK THE "NO JOB RESTRICTIONS" BOX.

Hiring Restrictions		Qualifications	History
Availability Date	*	04/01/2012	
Earliest Hire Date	*	04/01/2012	
No Job Restrictions		<input type="checkbox"/>	
Job Family		<input type="text" value="search"/>	
Job Profiles for Job Family		(empty)	
Job Profile		<input type="text" value="search"/>	
		<input checked="" type="checkbox"/> V84191 - FACILITY MAINTENANCE MANAGER I	
Location		<input type="text" value="search"/>	
		<input checked="" type="checkbox"/> Grand Island Veterans Home - Grand Island	
Time Type		<input checked="" type="checkbox"/> Full time	
Worker Type		<input checked="" type="checkbox"/> Employee	
Worker Sub-Type		<input type="text" value="search"/>	
		<input checked="" type="checkbox"/> Regular	
Critical Job		<input type="checkbox"/>	
Difficulty to Fill		<input type="text" value="search"/>	

5. Click **Submit**.
6. You will be directed to the **Change Organization Assignment** next step.

7. Click **Open**.

You have submitted
Edit Position Restrictions: Building Services Manager 

Up Next

 Deborah A Tatro
Change Organization Assignments

Open

8. If necessary, change any of the following fields:

- a. Cost Center.
- b. Security Business Unit.
- c. Position Tracking (if used).
- d. EDC Group.
- e. Budget Program Number (if used).
- f. Organization Element (if used).

Change Organization Assignments

Assign Organizations: Edit Position Restrictions: Building Services Manager 

Effective Date 04/08/2014

Proposed Organizations 16 items

Organization Type	Proposed Organization
Company	<input type="text" value="search"/>  State of Nebraska
Cost Center	25070425 GIVH PAY HOME
Region	<input type="text"/>
Grant	<input type="text"/>
Program	<input type="text"/>
Business Unit	<input type="text"/>

 Additional Information

9. Click **Submit**.

10. You will be directed to the Request Compensation Change for Edit Position next step.

Edit Position Restrictions

11. Click **Open**.

Success! Event submitted
Assign Organizations: [Edit Position Restrictions: Building Services Manager](#) ⋮

Up Next

 Deborah A Tatro
Request Default Compensation for Position Event

Open

12. The new pay range should default in the **Proposed** column of the **Guidelines** row.

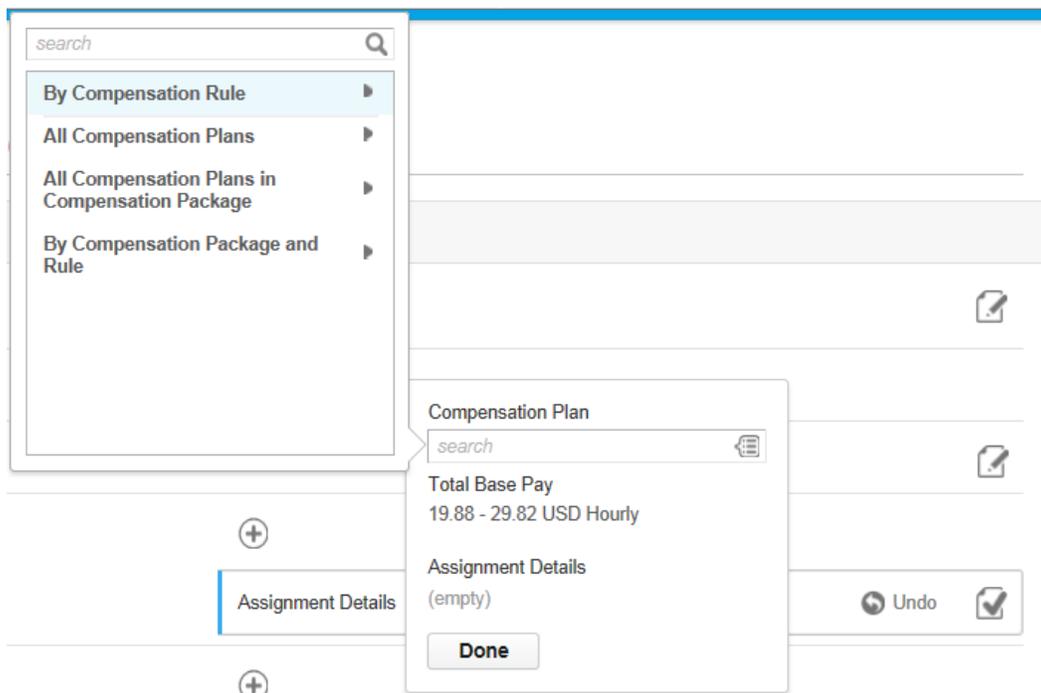
Default Compensation Change

60001228 Building Services Manager (Unfilled)

DHHS GIVH Facility Administrator (Alexander G Willford (5206075))

Compensation	Current	Proposed
Effective Date & Reason	Effective Date 04/08/2014	
Total Base Pay	Total Base Pay 0.00 USD Hourly	No Change
Guidelines	Pay Range 17.20 - 25.81 USD Hourly	Pay Range 19.88 - 29.82 USD Hourly
Salary		

13. If there is no pay information showing in the **Proposed** column of the **Salary** row, click the plus (+) icon, then the prompt icon in the **Compensation Plan** field and then **All Compensation Plans in Compensation Package**.



Edit Position Restrictions

14. Select either the **Hourly** or **Salary** plan, whichever matches the pay rate type for the employee in the position or to be hired/transferred into the position.
15. Once you select the compensation plan, a new window will appear and in the **Amount** field, enter either the hiring rate for the job, if a contract covered position, or the minimum permanent rate, if a rules covered position.

NOTE: THE RATE IN THE AMOUNT FIELD SHOULD BE AN HOURLY RATE FOR AN HOURLY PLAN; AN ANNUAL RATE FOR A SALARY PLAN.

16. The **Currency** field should always show USD.
17. The **Frequency** should be **Hourly** if on an Hourly Plan or **Annual** if on a Salary Plan.

NOTE: DO NOT USE ANY OF THE OTHER OPTIONS IN THE FREQUENCY FIELD; ONLY HOURLY OR SALARY.

The screenshot shows a mobile application interface for editing position restrictions. A modal dialog box is open over a list of items. The dialog has a title bar 'Proposed' and a 'Compensation Plan' dropdown menu currently set to 'Hourly Plan'. Below the dropdown, it shows 'Total Base Pay 19.88 - 29.82 USD Hourly'. There are three input fields: 'Amount' with a red asterisk and the value '19.88', 'Currency' with a red asterisk and the value 'USD', and 'Frequency' with a red asterisk and the value 'Hourly'. Below these is an 'Additional Details' section with a play icon, containing 'Assignment Details' with the value '19.88 USD Hourly'. At the bottom of the dialog is a 'Done' button. The background shows a list with items like 'No Change', 'Pay Range 19.88', and 'Assignment Details'.

18. Click **Done**; then click anywhere else on the screen to save and show the change[s].
19. Click Submit.

NOTE: IF THIS IS A CLASSIFIED POSITION, THE EDIT POSITION RESTRICTIONS PROCESS NEEDS TO BE APPROVED BY STATE PERSONNEL AND STATE BUDGET DIVISION.

20. Click **Close** to return to your home screen.

LINK Help Desk Contact Information

The LINK Help Desk provides assistance for the following programs:

- The Employee Work Center
- The Employee Development Center
- The Recruitment & Selection Center

URL: <https://ciohelpdesk.nebraska.gov/User/>

Email: as.linkhelp@nebraska.gov

Phone: 402.471.6234