

# Edit Position Restrictions

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## PURPOSE

HR Partners can change information on positions, including adding/modifying any of the following: Job Posting Title, Earliest Hire Date, Job Family, Job Profile, Location, Time Type, Worker Type, Worker Sub-Type, Organization Assignments, and Default Compensation.

The reasons for these changes include: Change Default Compensation, Change Location, Change Organization Assignments, Correct Job Title or Business Title, Increase Restrictions, Part-time to Full-time or Full-time to Part-time, Reclassification, Temporary Position change from <6 months to >6 months, or Temporary to Permanent Employee or vice versa.

## LOG IN TO WORKDAY (EMPLOYEE WORK CENTER)

1. Log in to Workday (Employee Work Center) from this page, <http://link.nebraska.gov/>.
  - a. **If you have an @nebraska.gov email**, click the first link that says, “Log in with your @nebraska.gov email.” On the next screen, type your email address and your email address password.
  - b. **If you do NOT have an @nebraska.gov email**, click the second link that says, “Log in with your User Name / Workday password.” On the next screen, type your User Name and Workday password.
2. Click Sign In (or press Enter).

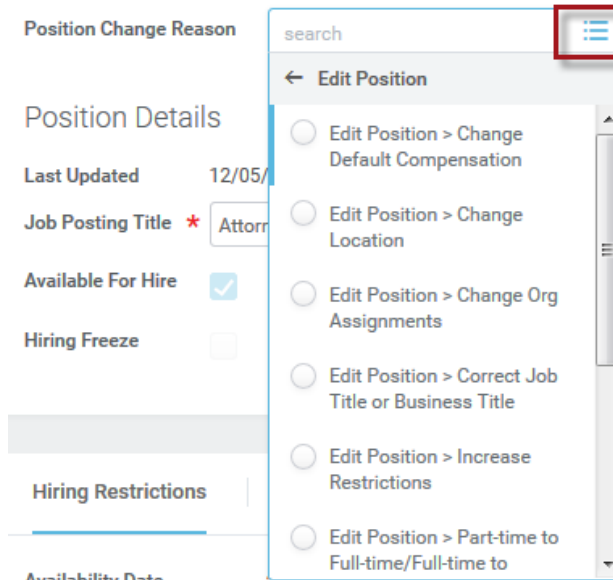
## EDIT POSITION RESTRICTIONS

1. Type the position number in the search box and press Enter.
2. The menu will be slightly different for Filled and Unfilled positions.
  - a. If the position is filled, you will see the employee’s name following the position number and title.
    - i. From the Actions menu, go to Position > Edit Position Restrictions.
  - b. If the position is currently vacant, you will see (Unfilled) following the title.
    - i. From the Actions menu, go to Position Restrictions > Edit Position Restrictions.

## Edit Position Restrictions

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

**NOTE:** Edit Position Restrictions events are NOT effective dated; they are effective the date they are submitted.



- If necessary, change the Job Posting Title.
- Scroll down to Hiring Restrictions.
- Add the appropriate information in the fields shown below (see screenshot on next page). Click the prompt icon in the field and select the appropriate information. Or, type part or all of the text, press Enter, and click the correct value (see screenshot to the right). NOTE: DO NOT check the "No Job Restrictions" box.

- Job Family (Bargaining Unit).
- Job Profile (job code - job title).
- Location.
- Time Type (\*required field).
- Worker Type (\*required field).
- Worker Sub-type.

- Click Submit.

A screenshot of a web application form titled 'Hiring Restrictions'. The form has three tabs: 'Hiring Restrictions', 'Qualifications', and 'History'. The 'Hiring Restrictions' tab is active. The form contains several fields: 'Availability Date' with a date picker set to 01/01/1900; 'No Job Restrictions' with an unchecked checkbox; 'Job Family' with a dropdown menu showing 'Administrative Professional Bargaining Unit' and a red box labeled 'a.'; 'Job Profile' with a dropdown menu showing 'A31112 - ATTORNEY II' and a red box labeled 'b.'; 'Location' with a dropdown menu showing 'Terminal Building - Lincoln' and a red box labeled 'c.'; 'Time Type' with a dropdown menu showing 'Full time' and a red box labeled 'd.'; 'Worker Type' with a dropdown menu showing 'Employee' and a red box labeled 'e.'; and 'Worker Sub-Type' with a dropdown menu showing 'Regular' and a red box labeled 'f.'. The 'Job Family' and 'Job Profile' fields have a 'More (158)' link below them. The 'Job Description Summary' field is partially visible at the bottom.

## CHANGE ORGANIZATION ASSIGNMENTS

The next step is Change Organization Assignments.

- Click Open.
- If necessary, change any of the following fields:
  - Company (should always be State of Nebraska and should automatically default in).
  - Cost Center (Required).

## Edit Position Restrictions

1. Security Business Unit (Required).
2. Position Tracking (if used by your agency).
3. EDC Group (Required).
4. Budget Program Number (Required).
5. Organization Element (ONLY used by NDOT).

3. Click Submit.

### REQUEST DEFAULT COMPENSATION FOR POSITION EVENT

The next step is Change Organization Assignments.

1. Click Open.
2. In the Guidelines section, the pay range should default, based on the job profile you selected on the first screen (see screenshot below).
3. In the Salary section, if information is already entered, verify that it is all correct. If there is no salary information, click Add.
  - a. In Compensation Plan, select either Hourly Plan or Salary Plan.

#### **IMPORTANT**

- **Every compensation event should always ONLY have one Plan Assignment, either Hourly Plan or Salary Plan. If both are listed, then Workday will add the salaries for those two together.**
- **The Compensation Plan you select here needs to match the Pay Rate Type, as far as Hourly vs. Salary!**
- **To eliminate the one you don't want, click the "X" at the right of the screen (see screenshot).**

The screenshot shows a form titled "Other" with five input fields, each with a numbered callout bubble:

- 1. Security Business Unit (with value S650)
- 2. Position Tracking
- 3. EDC Group (with value 65 ADMINISTRATIVE SERVICES)
- 4. Budget Program Number (with value 065-605 Personnel Division)
- 5. Organization Element

### Salary

#### Assignment Details

• 32.21 USD Hourly added

#### Plan Name

• Hourly Plan added

#### Effective Date

• 11/10/2020 added



## Edit Position Restrictions

- b. In the Amount field, enter the hiring rate for the Job Profile ... this is NOT the salary of the employee, and never should be, since you are working on the position, and not a comp change for an employee. If you enter an hourly rate, be sure to key in three digits after the decimal point.

### NOTES

- DO NOT use ANY Frequency other than Hourly or Annual.
- IF you see this error “**Error: Element Content 'Amount' is required, on internal element 'Request Compensation Change Salary Plan Subedit'**”, then do this:
  1. Remove the Amount
  2. Re-select the Frequency
  3. Re-enter the Amount
- The rate you enter in the Amount field should be an hourly rate for an Hourly Plan and an annual rate for a Salary Plan.
- You CAN use an Hourly Rate if you select Annual Frequency, BUT that will carry out the decimal places in Workday to six and E1 will truncate down to three decimal places.

- c. The Currency field should always show USD.

4. Click anywhere in the grey area (to the right or the left) to see the change[s].
5. Click Submit.

NOTE: If this position is in a classified agency, the Edit Position Restrictions process will go to State Personnel and State Budget Division, for approval. If applicable, you will see Up Next to tell you who is next on the list to review this change.

6. Click Done.

### Compensation Plan

× Hourly Plan ...

### Total Base Pay Range

32.21 - 48.32 USD Hourly

### Amount \*

25.575

Enter an amount.

### Currency \*

× USD ...

### Frequency \*

× Hourly ...

## LINK HELP DESK CONTACT INFORMATION

The LINK Help Desk provides assistance for the following programs:

- The Employee Work Center
- The Employee Development Center

Email: [as.linkhelp@nebraska.gov](mailto:as.linkhelp@nebraska.gov)

Phone: 402.471.6234