## **Add / Update Position Telework Eligibility**

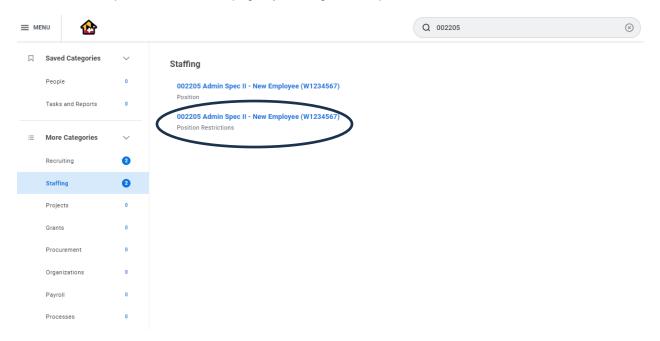
This task is used to establish whether a position is eligible for teleworking. Please add or update this data as necessary. This data is stored on the Additional Data tab of the Position Restrictions for a position.

## **Procedure:**



**Tip:** There are several methods for finding the position restrictions. Please use whatever method you are familiar with.

- 1. Search for the position you want to update by entering the position identification number (PIN) in the search block and hitting enter.
- 2. Go to the position restrictions page by clicking on the option shown.



3. Go to the Additional Data tab of the position restrictions to view current data.

## 002205 Admin Spec II - New Employee (W1234567) ....



Edit 4. Click the button to add/update the data. 002205 Admin Spec II - New Employee (W1234567) .... Position Overview Requisitions Incumbent Qualifications Position Overview Hiring Restrictions Default Compensation **Business Process History** Additional Data View As Of 05/02/2024 **Position Telework Eligibility** Position Telework Eligible Position Not Telework Eligible Edit 5. Click on the correct option and click the button finalize your choice. **Edit Additional Data** 002205 Admin Spec II - New Employee (W1234567) .... 햠 Custom Object Position Telework Eligibility **Position Telework Eligibility** Position Telework Eligible Position Not Telework Eligible 6. Review your choice to confirm proper selection. View As Of 05/02/2024

7. Click when complete.

Position Telework Eligible
Position Not Telework Eligible

Edit

**Position Telework Eligibility** 

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