

# 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.

The screenshot shows a web application interface. At the top right, there is a search bar containing the text "002205". On the left side, there is a navigation menu with a "MENU" button and a home icon. The menu is divided into "Saved Categories" and "More Categories". Under "More Categories", the "Staffing" option is selected and highlighted in blue, with a "2" next to it. The main content area displays the "Staffing" section with two results for "002205 Admin Spec II - New Employee (W1234567)": "Position" and "Position Restrictions". The "Position Restrictions" result is circled in blue.

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

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

The screenshot shows the details page for the position "002205 Admin Spec II - New Employee (W1234567)". At the top, there are three tabs: "Position Overview", "Requisitions", and "Incumbent". Below these, there is a row of seven tabs: "Position Overview", "Hiring Restrictions", "Qualifications", "Default Compensation", "Business Process History", and "Additional Data". The "Additional Data" tab is selected and highlighted with a blue underline.



4. Click the button to add/update the data.

002205 Admin Spec II - New Employee (W1234567) ⋮

Position Overview   Requisitions   Incumbent

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Position Overview   Hiring Restrictions   Qualifications   Default Compensation   Business Process History   **Additional Data**

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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) ⋮ 



Custom Object Position Telework Eligibility

**Position Telework Eligibility**

Position Telework Eligible

Position Not Telework Eligible

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6. Review your choice to confirm proper selection.

View As Of 05/02/2024

**Position Telework Eligibility**

Position Telework Eligible Yes

Position Not Telework Eligible

Edit

7. Click  when complete.