

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, there is a search bar with the text '002205' and a magnifying glass icon. Below the search bar, on the left, is a sidebar menu with 'MENU' and a home icon. The menu has two sections: 'Saved Categories' and 'More Categories'. Under 'Saved Categories', there are 'People' (0) and 'Tasks and Reports' (0). Under 'More Categories', there are 'Recruiting' (2), 'Staffing' (2), 'Projects' (0), 'Grants' (0), 'Procurement' (0), 'Organizations' (0), 'Payroll' (0), and 'Processes' (0). The 'Staffing' category is highlighted in blue. On the right, the 'Staffing' section is active, showing a list of items. The first item is '002205 Admin Spec II - New Employee (W1234567)' with 'Position' below it. The second item is '002205 Admin Spec II - New Employee (W1234567)' with 'Position Restrictions' below it. This second item 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 six tabs: 'Position Overview', 'Hiring Restrictions', 'Qualifications', 'Default Compensation', 'Business Process History', and 'Additional Data'. The 'Additional Data' tab is 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

Position Overview

Hiring Restrictions

Qualifications

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) ...

Custom Object Position Telework Eligibility

Position Telework Eligibility

Position Telework Eligible ☒

Position Not Telework Eligible ☐

OK

Cancel

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.