



Approve Position Changes

The Edit Position Restrictions business process is used to make changes to positions. An Agency HR Coordinator initiates this process in Workday.

Position changes are routed to the approvers listed in the table below.

Table 1 – Edit Position Restrictions Approvers

Agency Approval	DBM Approvers (if applicable)
<ul style="list-style-type: none"> ▪ HR Partner ▪ Appointing Authority ▪ Budget and Finance Partner <i>(if splitting/reconsolidating a position)</i> 	<ul style="list-style-type: none"> ▪ Budget Administrator <i>(if splitting/reconsolidating a position)</i> ▪ Central Class Partner * ▪ Central Class Analyst * ▪ Central Class Support * <p>* NOTE: DBM CAS approvals are not covered in this user guide.</p>

Position changes are routed based on the reason selected. Reasons have been categorized as follows:

Table 2 – Edit Position Restrictions Event Reasons

Reason Category	Description
Change in Position	Includes updating the MS-22, splitting / reconsolidating a position, or changing the position location.
Reclassifications *	Includes benchmarks, benchmark and reclassification studies, vacancy downgrades, non-competitive promotions, and special conditions.

***NOTE:** The HR Coordinator is required to attach the MS-44/2024 or MS-52 when submitting a request for a reclassification study or a benchmark study.

To view these attachments you must run the **Edit Position Restriction Attachments** report.



An “Edit Position Restrictions” task is routed to the approver’s inbox for the position being changed. The picture below displays an example of an “Edit Position Restrictions” task in an approver’s inbox

Inbox

Actions (1) Notifications (0) Archive (2)

Viewing: All (Newest) ⚙️

Edit Position Restrictions: Asst Attorney General VIII ☆
17 minute(s) ago - Effective 11/02/2014

Review
Edit Position Restrictions: Asst Attorney General VIII ⋮

If approving for a Reclassification Study or Benchmark Study:
Review attachment using the [Edit Position Restriction Attachments](#) report prior to approving this step.

For T1792 Administrator II
Overall Process Edit Position Restrictions: Asst Attorney General VIII
Overall Status In Progress
Due Date 11/06/2014

Details to Review

Position Restrictions

Organization SPS Training Unit G2
Position Restrictions T1792 Administrator II - Ahmed Mekky-T (T1000335)
Effective Date 11/02/2014
Position Change Reason Reclassification > Reclassification Study

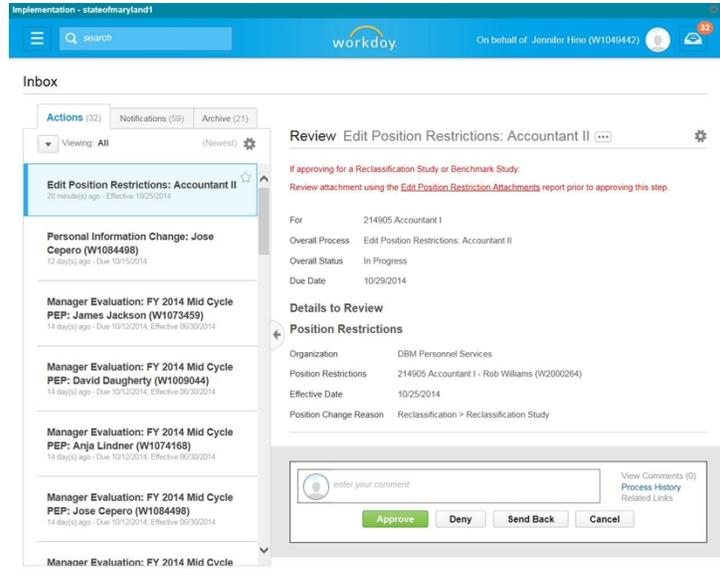
See APPENDIX C – *Edit Position Restrictions Business Process Steps and Event Reasons* for more details.

The procedure to review and approve position changes initiated through the Edit Position Restrictions process follows.

Procedure:

1. Click the **Inbox**  icon.
2. Click the **View Inbox**  hyperlink.

Inbox



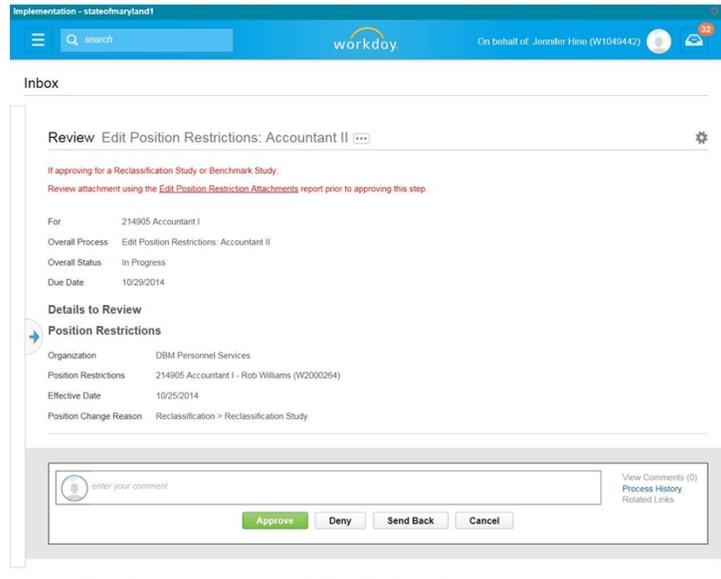
3. From the Actions tab, locate and click the “Edit Position Restrictions” task.



Information: The position title displays in the task name, e.g., “Edit Position Restrictions: Accountant II”.

4. Click the arrow  to collapse the Inbox.

Inbox



5. At the top of the page, view general event details.

6. Review details of the position changes as follows:

If	Then
The position change is for a reclassification or a benchmark study...	<ol style="list-style-type: none"> 1. Type "Edit Position Restriction Attachemnts" in the search field. 2. Click the report link. 3. Enter the following: <ol style="list-style-type: none"> a. From Moment date and time b. To Moment date and time <p>NOTE: The files you are looking for must have been loaded within the time frame entered.</p> <ol style="list-style-type: none"> 4. Click OK. 5. Click the MS-52 or MS-44/2024 file link. Then open and/or save the form and review. 6. Navigate back to the "Edit Position Restrictions" task in you inbox.
There are other position changes...	Review the data in infomatin in the Details to Review section.

7. Click the **Approve**  button.



Tip: If you do not want to approve the request, you can also click one of the following buttons:

- Click the **Deny** button to deny the request. This action terminates the event.
- Click the **Send Back** button to send the request back to the initiator to make changes.
- Click the **Cancel** button to cancel your review and start the task at a later time. Retrieve the task from **Actions** tab of your inbox when ready.

8. The Up Next page keeps you informed of the next task in the business process and who is responsible for completing them.



Tip: After approving the position change, view the next steps in the business process, if desired.

1. Click the **Details and Processes** arrow
2. Click on the **Process** tab.
3. On the **Process** tab, view the next step and remaining process steps (if applicable).

9. On the **Up Next** page, select one of the following options:

If	Then
You have other tasks awaiting your review....	Click the task link in the Others Awaiting My Action section. NOTE: You can also access these tasks by navigating to the Actions tab in your inbox.
You are finished reviewing requests....	Click the Done button.

10. The System Task is complete.