

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

Ageny Approval	DBM Approvers (if applicable)
 HR Partner Appointing Authority Budget and Finance Partner (<i>if splitting/reconsolidating a position</i>) 	 Budget Administrator (if splitting/reconsolidating a position) Central Class Partner * Central Class Analyst * Central Class Support * * NOTE: DBM CAS approvals are not covered in this user guide.

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 *	······································	
	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

h	nbox						
	Actions (1)	Notifications (0)	Archive (2) (Newest)		Review Edit Positic	on Res	strictions: Asst Attorney General VIII
Edit Position Restrictions: Asst Attorney General VIII 17 minute(s) ago - Effective 11/02/2014			If approving for a Reclassification Study or Benchmark Study: Review attachment using the <u>Edit Position Restriction Attachments</u> report prior to approving this step				
					For	T1792 A	Administrator II
					Overall Process	Edit Pos	sition Restrictions: Asst Attorney General VIII
					Overall Status	In Progr	ess
					Due Date	11/06/2	D14
					Details to Re	view	
					Position Res	triction	IS
					Organization		SPS Training Unit G2
					Position Restrictio	ns	T1792 Administrator II - Ahmed Mekky-T (T1000335)
				+	Effective Date		11/02/2014
					Position Change F	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 View Inbox hyperlink.

Inbox

Actions (2) Modifications (50) Archive (21) Verwing: All (Newsor) Image: Character (20) Edit Position Restrictions: Accountant II Image: Character (20) Image: Character (20) Personal Information Change: Jose Copyon (VIII) (VIII) Image: Character (20) Image: Character (20) Manage: Evaluation: FY 2014 Mid Cycle PEP: James Jackson (VIII) (VIII) Position Restrictions Details to Review PEP: David David Station: FY 2014 Mid Cycle PEP: James Jackson (VIII) (VIII) Position Restrictions Diagrazation PEP: David David Character (VIIII) (VIII) Edit Position Restrictions 214005 Accountant II Organization Manage: Evaluation: FY 2014 Mid Cycle PEP: James Jackson (VIII) (VIIII) Position Restrictions 214005 Accountant I - Rob VIIIIams (VIIII) Manage: Evaluation: FY 2014 Mid Cycle PEP: James Jackson (VIIII) (VIIII) Position Restrictions 214005 Accountant I - Rob VIIIIams (VIIIII) Manage: Evaluation: FY 2014 Mid Cycle PEP: James Jackson (VIIII) Position Restrictions 214005 Accountant I - Rob VIIIIIIII) Manage: Evaluation: FY 2014 Mid Cycle PEP: James Jackson (VIIIIII) Position Restrictions 214005 Accountant I - Rob VIIIIIIII) Manage: Evaluation: FY 2014 Mid Cycle PEP: James Jackson (VIIIIIIIIII) Position Restrictions - Reclassafication > Reclassification > Reclassafication > Recl	Q search	workday. On behalf of: Jennifer Hino (W1049442) 🧿 🦉
Verview Comment <th>XOOX</th> <th></th>	XOOX	
Edit Position Restrictions: Accountant II Prevention (Processing) Personal Information Change: Jose Coperor (MI04469) Prevention (Processing) Direction personal Information Change: Jose Coperor (MI04469) Details for Restrictions: Accountant II Overall Processing Evaluation: FY 2014 Mid Cycle PEP: Janes Jackson (WI073469) Position Restrictions: Accountant II Details to Review Position Restrictions: Coperor (MI04469) Manager Evaluation: FY 2014 Mid Cycle PEP: Jane Jackson (WI073469) Position Restrictions: Coperation Comparison Control (Coperation) Manager Evaluation: FY 2014 Mid Cycle PEP: Jang Lindner (WI073469) Position Restrictions: 21405 Accountant I - Rob Williams (W2000264) Manager Evaluation: FY 2014 Mid Cycle PEP: Jang Lindner (W1073468) Position Change Reason Manager Evaluation: FY 2014 Mid Cycle PEP: Jang Lindner (W1073468) Position Change Reason Manager Evaluation: FY 2014 Mid Cycle PEP: Jang Lindner (W1073468) Position Change Reason Manager Evaluation: FY 2014 Mid Cycle PEP: Jang Lindner (W1073468) Position Change Reason Manager Evaluation: FY 2014 Mid Cycle PEP: Jose Copero (W1084468) Position Change Reason PEP: Jose Copero (W1084468) Coperation Change Reason Manager Evaluation: FY 2014 Mid Cycle PEP: Jose Copero (W1084468) Position Change Reason PEP: Jose Copero (W1084468) Position		Review Edit Position Restrictions: Accountant II
Personal Information Change: Jose Caporo (W108448) Overall Process Edit Profiton Restrictions: Accountant II Manager Evaluation: FY 2014 Mild Cycle PEF: Junes Jackson (W1073459) Details to Review Manager Evaluation: FY 2014 Mild Cycle PEF: David David Proc (Mild Cycle PEF: Josel Caport (Mild Cycle)		Review attachment using the Edit Position Restriction Attachments report prior to approving this step.
Manager Evaluation: PY 2014 Mid Cycle PEP: James Jackson (W1073459) Details to Review Manager Evaluation: PY 2014 Mid Cycle PEP: Jose Dorb2014: Enserve 00002014 Position Restrictions Organization DBM Personnel Services Position Restrictions 214605 Accountant 1 - Rob Villiams (N2000264) Manager Evaluation: PY 2014 Mid Cycle PEP: Anja Lindner (W1074168) Beckne Data Manager Evaluation: PY 2014 Mid Cycle PEP: Jose Corporate 00002014 Beckne Data Manager Evaluation: PY 2014 Mid Cycle PEP: Jose Corporate 00002014 Position Change Reason: Reclassification > Reclassification	Cepero (W1084498)	Overall Process Edit Position Restrictions: Accountant II Overall Status In Progress
Manager Evaluation: FY 2014 Mid Cycle Postion Restrictions: 214/805 Accountant 1- Rob Williams (W2000264) PEP: David Daugherty (W100084) Elective Date 1025/2014 Manager Evaluation: FY 2014 Mid Cycle Postion Change Reason Reclassification > Reclassification Study Manager Evaluation: FY 2014 Mid Cycle Postion Change Reason Reclassification > Reclassification Study Manager Evaluation: FY 2014 Mid Cycle Pest- Jose Comment Mex Comments(I) PEP: Jose Comment (W105458) Process Heatory Nexcess Heatory PEP: Jose Comment (W105458) Process Heatory Reclassification Study	PEP: James Jackson (W1073459)	Details to Review
Manager Evaluation: FY 2014 Mid Cycle PEP: Angl Lindner (W1074168) 14 anglage: Dus 1012014 Electre sto000014 Manager Evaluation: FY 2014 Mid Cycle PEP: Jose Cepero (W1064488)	PEP: David Daugherty (W1009044)	Position Restrictions 214905 Accountant I - Rob Williams (W2000264) Effective Date 10/25/2014
Manager Evaluation: FY 2014 Mid Cycle PEP: Jose Cepero (W1084498)	PEP: Anja Lindner (W1074168)	
	PEP: Jose Cepero (W1084498)	enter your comment Process History Related Links

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 voto collapse the Inbox.



Inbox

Poviow Edit E	osition Restrictions; Accountant II 🚥	0
Keview Edit P	Usition Restrictions. Accountant II Im	2
	sification Study or Benchmark Study:	
Review attachment usin	g the Edit Position Restriction Attachments report prior to approving this step.	
For 214	005 Accountant I	
Overall Process Edit	Position Restrictions: Accountant II	
Overall Status In P	rogress	
Due Date 10/2	9/2014	
Details to Review		
Position Restrict	ions	
Organization	DBM Personnel Services	
Position Restrictions	214905 Accountant I - Rob Williams (W2000264)	
Effective Date	10/25/2014	
Position Change Reaso	n Reclassification > Reclassification Study	
		View Comments (0)
	omment	Process History

- 5. At the top of the page, view general event details.
- 6. Review details of the position changes as follows:

lf	Then
The position change is for a reclassification or a benchmark study	 Type "Edit Position Restriction Attachemnts" in the search field. Click the report link. Enter the following: a. From Moment date and time b. To Moment date and time NOTE: The files you are looking for must have been loaded within the time frame entered. Click OK. Click the MS-52 or MS-44/2024 file link. Then open and/or save the form and review. 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 Approve



- 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.

button.

- 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.

Up Next

Appointing Authority Partner

Consolidated Approval by Appointing Authority Partner



- 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:

lf	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.