Updating the Responsibilities on a Position for Performance Appraisals

Initiators: Manager, HR Assistant, HR Associate, HR Partner, HR Executive, Academic HR Partner, Academic HR Executive

This guide applies to positions held inPosition Management (PM) supervisory organizations. Responsibilities are maintained in position restrictions for (PM) positions using **Edit Position Restrictions.** For positions in JM supervisory organizations, responsibilities will have to be added each time a review is launched.

Before you begin this process, you will need to navigate to the employee’s position. There are multiple ways to do this but this guide will navigate via the supervisory organization. For this you will need:

* Name of Supervisory Organization where the position is held
* Name of the position

Editing Position Restrictions

1. Navigate to the Supervisory Organization using the **Search** box.
2. Click on **Members** tab and find the position next to the employee’s name.
3. Click **Related Actions** Related Actions Button next to the **Position** name.
4. Select **Position** **>** **Edit Position Restrictions**.
5. Select the appropriate ***reason*** for the change in the **Positions Change Reason** field.
   1. For performance reviews, Select Administrative Change -> Administrative Change
6. Do not update any fields under the **Hiring Restrictions** tabwith the exception of the location which is a required field.
7. Workday requires you to enter a default location for the position when completing Edit Position Restrictions. Please note that the employees location on their worker profile will not update based on what you enter here.
8. Under the **Qualifications** tab, update the **Responsibilities** section. Do not update other sections. You can edit existing responsibilities or add new rows. Positions are required to have at least two responsibilities, i.e. two rows.

**Tip:** Click **Add Row** Add Row Button and enter information in the fields that appear for each section.

1. Click **Submit**.