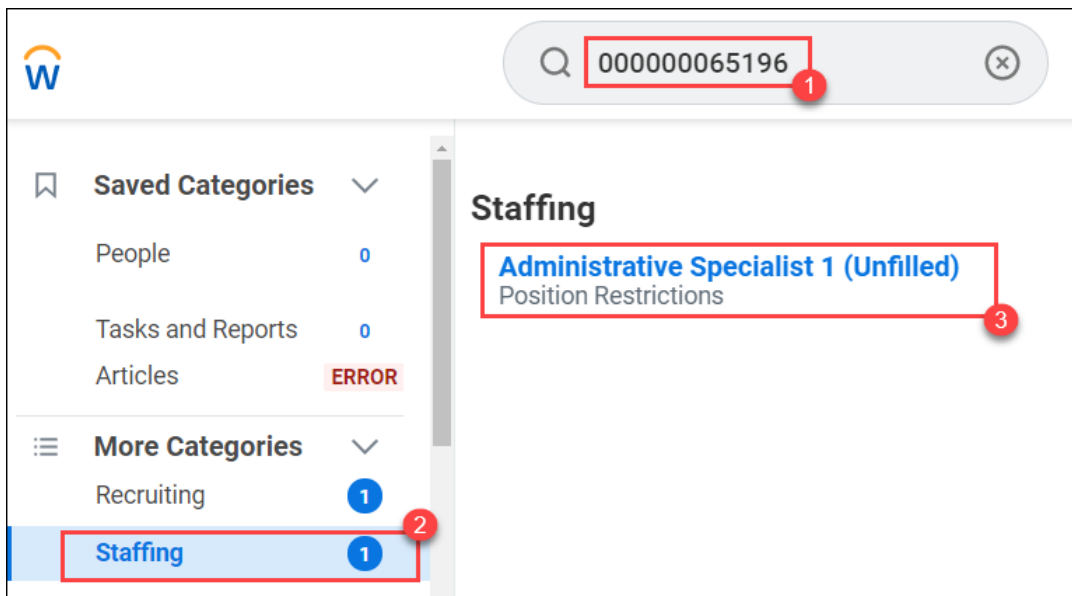


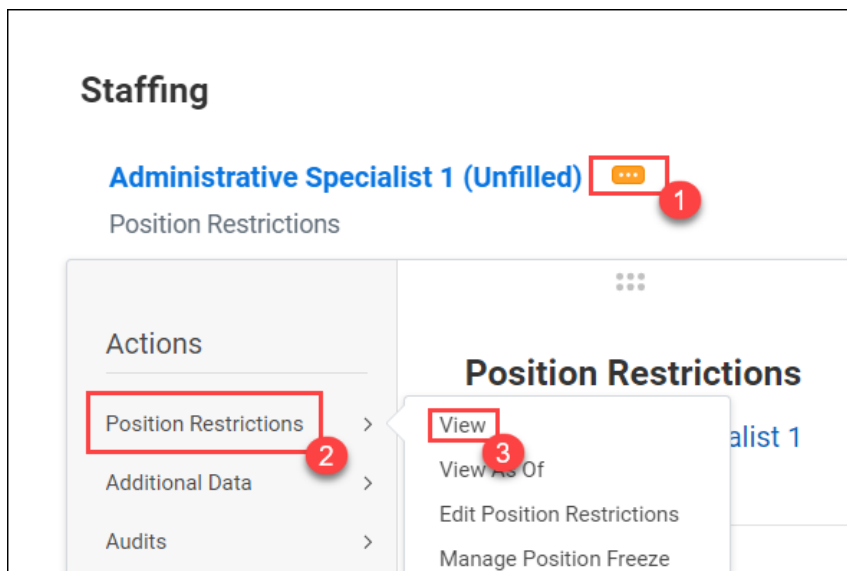
## Additional Data, view and edit ARCR

This job aid provides step by step instructions on how to view the Agency Reporting Cross Reference (ARCR) information. Position Analysts can edit the Agency Reporting Cross Reference (ARCR).

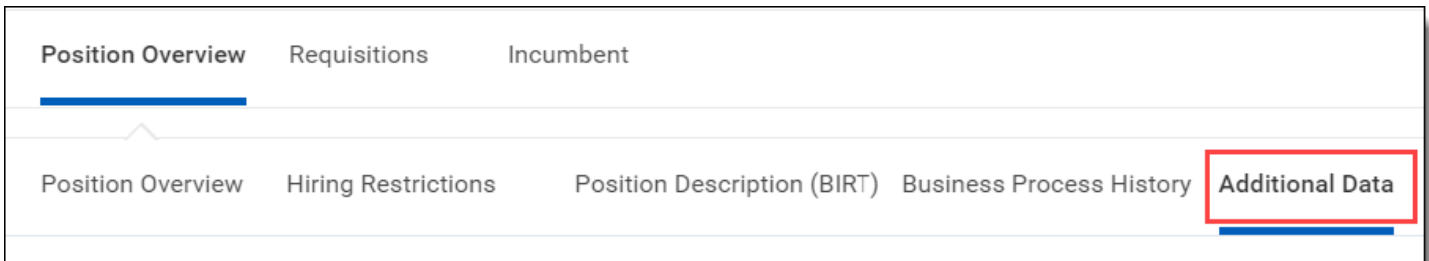
**Step 1:** Type the Workday ID number (1) in the search bar and press **Enter**. You may need to select **Staffing** (2) in the *Categories* section to return results (3). Note: You can also find the position through the supervisory organizational chart.



**Step 2:** At the end of the position name hover until the ellipsis/related action icon appears, then click on it (1). Hover over *Position Restrictions* (2), then select **View** (3).



Step 3: Click on the **Additional Data** tab.



Step 4: The **Agency Reporting** section will display the *Agency Reporting Cross Reference* (ARCR). Note: Position Analysts can edit the Agency Reporting Cross Reference (ARCR) as needed by clicking **Edit** . Click **OK** when complete.

