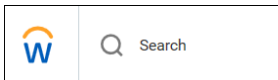


Edit Additional Data

This job aid will provide Workforce Liaisons, Managers, HR Assistants, and HR Partners step by step instructions on how to edit Additional Data on a position such as who reviews employee work, budget authority, additional job description, work contacts, RDC/PDC, and position requirements.

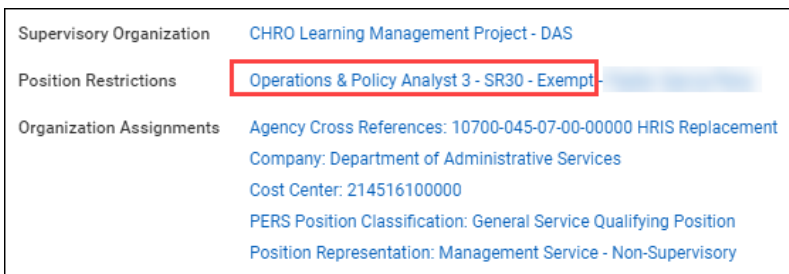
Step 1: Type in the employee's name in the search box and press **Enter**. You may also click on their name to go to their profile, OR find the position through your organizational chart.



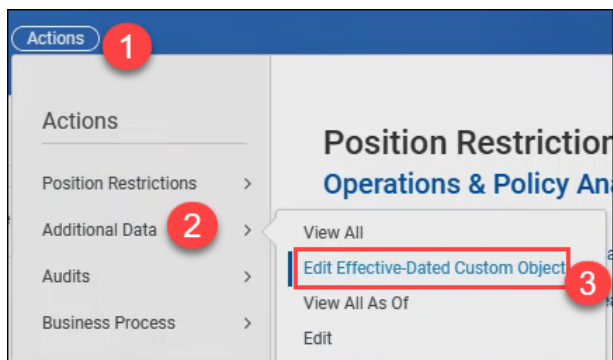
Step 2: Click the *Position* hyperlink.



Step 3: Click the *Position Restrictions* hyperlink.



Step 4: Click on the Actions button (1), hover over *Additional Data* (2) and select **Edit Effective-Dated Custom Object** (3).



Step 5: Enter the effective date of the changes. Click **OK**.

Edit Position Restricti
Operations & Policy Analyst 3

Effective Date *

The following task may not appear in this exact order. Answer as they appear. Values in the first column of each section must be unique and cannot be repeated for multiple rows in the same section. Example: *Work Contacts*: use 1. *Public Agencies*, and then on the next row 2. *Public Records Enforcement* to list multiple public contacts.

Step 6: Click the **Edit Additional Data** button. Click on the plus icon (+) to add a row. Enter/update *Budget Authority* information if the position has authority to commit agency operating money. This information will load to *Section 11* of the Position Description. Click **Submit**.

Budget Authority

0 items

	*Operating Area	Biennial Amount	Fund Type
No Data			

Step 7: Click the **Edit Additional Data** button. Click the plus icon (+) to add a row. Enter/update *Review of Work* information in the fields below. This information will load to *Section 8* of the Position Description. Click **Submit**.

Instructions

Please indicate who reviews employee's work.

Review of Work (Section 8)

0 items

	*Classification Title	Position Number	How	How Often
No Data				

Step 8: Click the **Edit Additional Data** button. Click the plus icon (+) to add a row. Enter/update *Work Contacts* information. Click **Submit**. This information will load to *Section 6* of the Position Description.

Instructions

Please indicate the contacts the employee will need to work with and the frequency needed to get the work completed.

Work Contacts (Section 6)

0 items

	*Who Contacted	How	Purpose	How Often
No Data				

Step 9: Click the **Edit Additional Data** button. Click the plus icon (+) to add a row. Enter/update *Additional Job Description* information. **Always enter "1" in the *Number column and make sure the information you want to show up in the position description is in the first row.** The *Section* information for the Position Description is noted below. Click **Submit**.

Additional Job Description		Section 4	Section 5	Section 5	Section 7	Section 9	Section 10
1 Item	<div style="border: 1px solid red; padding: 2px;">+</div> *Number Enter "1"	Section 4: Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.	Section 5: Guidelines (List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures)	Section 5: Guidelines (How are these guidelines used?)	Section 7: Position Related Decision Making (Describe the typical decisions of this position. Explain the direct effect of these decisions.)	Section 9: Oversight Activities (For supervisory positions only)	Section 10: Additional Position Related Information (ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification)
	<div style="border: 1px solid red; padding: 2px;">-</div> <div style="border: 1px solid red; padding: 2px;">1</div>						

Step 10: Click the **Edit Additional Data** button. Enter the *PDC* & *RDC* numbers into the applicable fields. Click **Submit**.

Position Details

PPDB Position Number

PDC Number

RDC Number

Position Pending Budget Approval

Step 11: Click the **Edit Additional Data** button. Select from the list to assign *Position Requirements*. Click **Submit**.

Instructions

In this area please indicate all required assets to be used by the person filling this position.

Position Requirements

Uniform

Boots

Safety Glasses

Rain Gear

ATV Safety Equipment









Tool Allowance

CDL is Required

Driving Required

Clothing Allowance Required

Step 12: If a Workforce Liaison or Manager initiated the task, *Up Next* will be the Compensation Partner, HR Assistant and HR Partner to complete the task to *Edit Additional Data: Position Job Classifications Group*. If the task was initiated by the HR Partner, the *Who Reviews Employees Work* task will route to the Manager and Workforce Liaison to complete. Use the menu prompt to select the *Job Classification* for each of the required fields listed below.

Position Job Classification Group	
Holiday	<input type="text"/> 
Timesheet	<input type="text"/> 
Job Share	<input type="text"/> 
OT Eligible	<input type="text"/> 
Pay Basis	<input type="text"/> 
Service Type	<input type="text"/> 
Exempt Reason	<input type="text"/> 
TOMP	<input type="text"/> 

Required Job Classifications:

- Holiday Code
- Timesheet Code
- Overtime Eligibility
- Pay Basis Code
- Service Type Code



If the position is vacant, you might not know what these codes need to be. You can skip the step for now, or work with the HR Partner or Compensation Partner to determine the correct codes.

General Information for Position Descriptions	
Position Information	
EMPLOYEE INFORMATION	WHERE TO FIND
Job Profile Title	Employee Profile-Job Details-Job Profile
Business Title	Employee Profile-Job Details-Business Title
Employee Name	Employee Profile-Personal-Names
Union	Employee Profile-Personal-Union/Representation
Location	Employee Profile-Job Details-Location
Supervisor	Employee Profile-Manager
Position	Employee Profile-Job Details-Position
Time Type	Employee Profile-Job Details-Time Type
FLSA	Employee Profile-Job Details-Job Profile
Exempt Reason	Employee Profile-Position-Position Restrictions-Additional Data-Position Job Classification Group
Overtime Eligible	Employee Profile-Job Details-Position-Job Classification
Employee Type	Employee Profile-Job Details-Employee Type
Classification ID	Employee Profile-Personal-Union/Representation-Job Profile as of End Date-Job Code
Position ID	Employee Profile-Job Details-Organization-Positions-Position ID
Company ID	Employee Profile-Job Details-Organization-Positions-Company ID
Budget Authorization Number	Employee Profile-Job Details-Position-Position Restrictions-Additional Data-Position Details for Budget Execution-Budget Authorization Number