Position Restriction Template

**INSTRUCTIONS:** Please copy/paste the below questions into the Comments field on your Workday request when creating a new position, or editing position restrictions for purpose of reclassifying an existing position.

Justification for new position or edits to position restriction:
Please enter the justification for pursuing this action. Or attach a memo if one was created and signed by Department/Division Head.

Explain how new duties evolved:
When explaining how new duties became necessary, consider the following questions: Are they new to the department? Were they previously performed by another employee? If so, who did them and why has this changed?

Any additional comments for HR:
Please list anything else relevant to this position that HR should be aware of.

Attachments:
- Resume (when submitting an Edit Position Restriction for a Reclassification)
- Org Chart (Attach for New Positions ONLY)
- Memo if NOT providing justification above

Has your Department/Division Head approved this new position?

What is the proposed pay rate for this position?

Will research funds be used to fund this position?

What accounts are proposed to fund this position?
INSTRUCTIONS: Please copy/paste the below position information into the Job Description field. This information will appear on your posting.

Job Description Summary

Summary:
Please enter a summary of the position. This will auto populate from the Job Profile. (This will NOT appear on the posting).

Job Description

Summary:
Please enter a summary of the position as you would like it to appear on your job requisition (posting). This will auto populate from the Job Profile and is editable.

Required Education/Experience:
Please enter education requirements consistent with this title under the System Wide Pay Plan.

Preferred Education/Experience: OPTIONAL
Please enter education preferences here.

Licenses and Certifications: OPTIONAL
Please enter any required licenses or certifications needed to perform this job (NOTE: If the position requires a Driver’s License, specific job duties related to driving must be present)

Knowledge, Skills, and Abilities: OPTIONAL
Please list any skills, knowledge, or abilities a candidate must possess to perform this job.

Responsibilities (under Qualifications Tab)

Duty
Please list job duties. Group together similar job duties together. Add more job duties as necessary. Recommendation: creating anywhere from 3-10 Job Duty Sections, to include “Other Duties as Assigned.” No percentages of duties are needed.

Other Requirements
This is an ideal space to list out any specific scheduling or physical requirements of the position, additional preferred requirements, etc., if any.
Compensation Change

**INSTRUCTION** Please copy/paste the below questions into the Comments field on your Workday request when submitting a compensation change; equity, hiring salary adjustment, other salary actions.

**Justification for the salary adjustment:** Please enter your reason for requesting a salary adjustment for the designated employee

**What is the proposed pay rate for this salary action?**

**What is the proposed effective date for this salary action?**

**What account(s) are proposed to fund this salary action?**

**Any additional comments for HR:**
Please list out anything else relevant to this position that HR should be aware of.

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**Compensation for Faculty**

When processing compensation actions for Faculty

- Attach approval from DOF
- Link to [Equity Adjust Form](#)