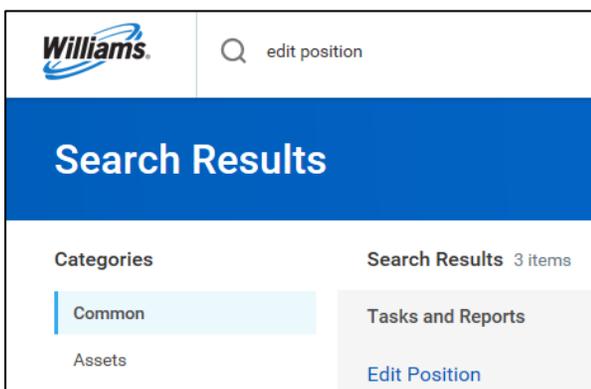


Edit Position Details

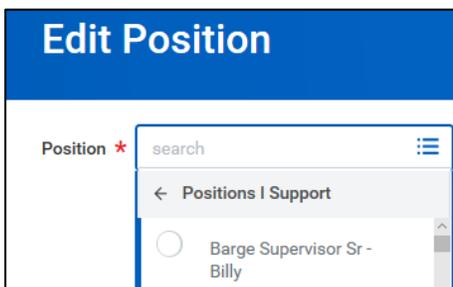
You can use the **Edit Position** business process to change the details of the position, including employee type (regular, intern or project), job profile, business title, location, shift or manage job classification **overrides** (business need necessitate that DOA, DOT, Safety Tier be different than the job profile default classification). Position details remain attached to the 'seat' regardless of the worker assigned to the seat.

The **Edit Position** process should be utilized *prior* to creating a requisition (or kicking off the recruiting process)

- A position **cannot** be edited once a requisition is opened or any time during the recruiting process
 - Once a position is occupied by a worker, you can edit the details of the positions mentioned above.
 - If you need to make changes that associate with the worker, use **Change Job**.
 - In the case of **MFE/TFE** or **NGL Marketing** positions for FERC compliance, the appropriate designation must be on the position. If a new position is created or an existing position moves between one of these functions you must immediately contact Paula.Daulton@Williams.com to update the status.
1. To get started, first search 'edit position' using the Workday search bar. From the search results, click **Edit Position**.



2. From the **Position** dropdown, select the **Position** to edit.



3. Enter the desired **Effective Date** of the position change.

← Edit Position

Position Barge Supervisor Sr - Billy S

Worker Billy S

Organization Deepwater Operations

Effective Date * 10 / 08 / 2018

4. Under **Reason**, select **Edit Position**, then either **Change Position Details** or **DOA Override**. A selection of **DOA Override** will trigger additional approvals.

← Edit Position

Job Details

Employee Type

Job Profile

Edit Position > Change Position Details

Edit Position > DOA Override

Edit Position Details

5. Under **Job Details**, you can make changes to a variety of position details, such as:

- **Employee Type** (Intern, Project, Regular)
- **Job Profile**
- **Job/Business Title**
- **Time Type** – use this to revise full/part time status.

Job Details

Employee Type * × Regular

Job Profile * × 20763 - Barge Supervisor Sr

Job Title Barge Supervisor Sr

Business Title Barge Supervisor Sr

Time Type * × Full time

Location * × Offshore

Pay Rate Type × Salary

Scheduled Weekly Hours 40

Note: There are additional steps that must be taken to change someone from full- to part-time status and vice versa. Perform a **Change Job** to change **Scheduled Weekly Hours** and adjust the compensation. Next, the leader should edit the work schedule through the **Assign Work Schedule** process.

Edit Job Classification

6. Expand the **Additional Information** section, then scroll to **Job Classification**.

> Additional Information

7. You will see a summary of the existing **Job Classifications** assigned to the position.

Job Classifications	3 - Technicians (EEO-1 Job Categories-United States of America) 518090-8630 - 518090-8630 (US Standard Occupational Classifications (SOC)-United States of America) 99 - Employee (Delegation of Authority (DOA)-United States of America) Field Core - Field employees who work in the field performing tasks unescorted and unsupervised, including any Safety Sensitive tasks. (Safety Tier) Non-DOT Safety Sensitive - (Dept of Transportation (DOT))
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8. In the **Job Classification** field, you have the ability to change:

- **Delegation of Authority (DOA)**
- **Department of Transportation (DOT)** designation for drug testing
- **Safety Tier** for training assignments

Job Classification	search	☰
Company Insider Types	Delegation of Authority (DOA)	>
Workers' Compensation Code from Job Profile	Dept of Transportation (DOT)	>
Workers' Compensation Code Override	EEO-1 Job Categories	>
Work Shift	Relocation	>
	Safety Tier	>

9. For example, under **Work Shift**, you can make changes to the employee's assigned **shift** (Variable, 10 Hour or 12 Hour). Note that this differs from *schedule* (e.g., 9/80).

Work Shift	<div style="border: 1px solid #ccc; padding: 2px;"> × 12 Hours (United States of America) ☰ </div>
End Employment Date	search
Available For Hire	<input type="radio"/> 10 Hours (United States of America) <input checked="" type="radio"/> 12 Hours (United States of America) <input type="radio"/> Variable Shift (United States of America)
Hiring Freeze	
Exclude from Headcount	

10. Upload any relevant documentation to the **Attachments** section.

Click **Submit** to complete your request. Certain overrides, such as DOA, will trigger approvals.