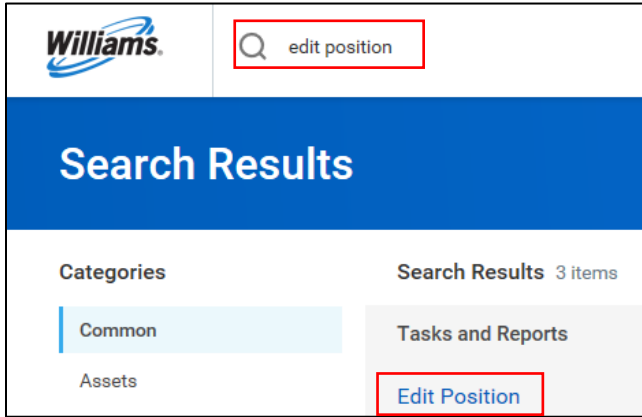
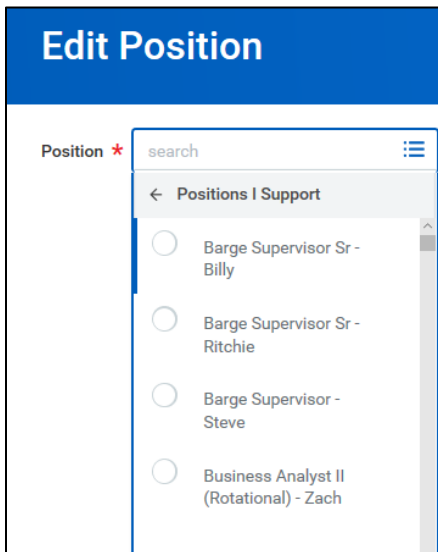


Override DOA

1. To get started, first search 'edit position' using the Workday search bar. From the search results, click **Edit Position**.



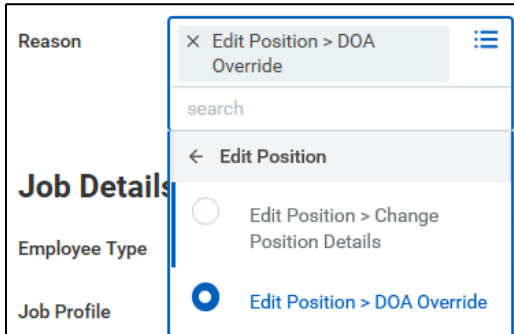
2. From the **Position > Positions I Support** dropdown, select the **Position** for which you would like to override the DOA classification.



3. Enter the desired **Effective Date** of the DOA override.



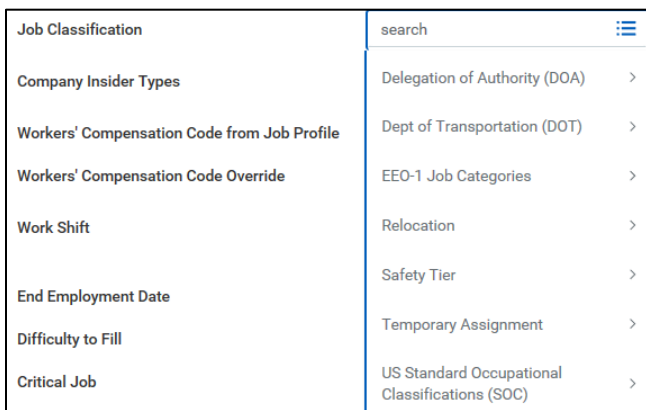
4. Under **Reason**, select **Edit Position**, then **DOA Override**.



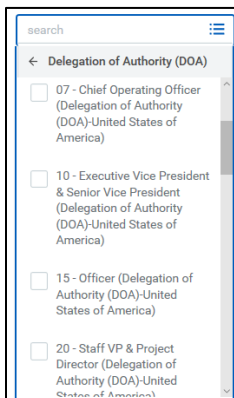
5. Expand the **Additional Information** section, then scroll to **Job Classification**.



6. In the **Job Classification** field, select **Delegation of Authority**.



7. In the **Job Classification** field, select the appropriate **Delegation of Authority**.



8. Upload any relevant documentation to the **Attachments** section.
9. You may provide any supporting information using the comments field.
10. Click **Submit** to complete your request and route for appropriate approval.