



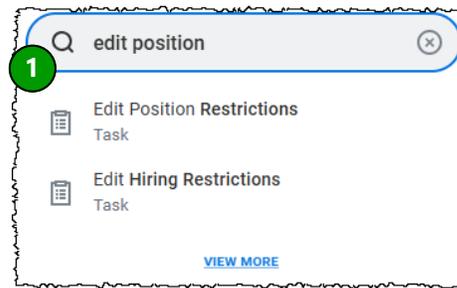
## Reclass Unfilled Position

Attributes for an unfilled position can be updated to reflect position reclassification prior to creating a job requisition. This updates attributes for a position to be in place for the next incumbent for the position. The **Edit Positions Restriction** task is applicable to both Employee and Contingent Worker positions. However, Employee and Contingent Worker positions should remain separate and not inter change from one worker type to the other.

### Reclass Unfilled Position

1. Search for and select **Edit Position Restrictions**.
2. Enter the unfilled position number and select **OK**.
3. Enter **Position Change Reason**.

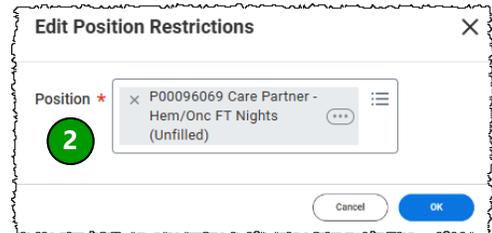
**Contingent Workers** continue to Step 4. **Employees** skip to Step 6.



### Contingent Workers Only (Continued)

4. Update/Change **Job Posting Title**
5. Update/Change **Job Family**

Continue to Step 6.



### Employees (Continued)

6. Update/Change the **Job Profile** for reclassification.
7. Continue to **Update/Change** any field.
8. Select **Submit**.

