This quick reference guide (QRG) supports Employment Coordinators and those in the management chain who need to update an End Date for a fixed term employee.

From the Workday Home page:

1. Search for **Edit Position** in the Workday search bar.

2. In the Positions field, search for the position you need to edit by Manager Hierarchy, Workers I Support, or Supervisory Org. Click through until you find the appropriate position, then click Submit. Alternatively, you can also search using the employee's name or position number.

3. Select the Effective Date of today's date.

4. In the **Reason** field, select Edit Position and then **Edit Position > Correct Employment End Date.**

5. Click the blue arrow to expand the Additional Information section.

6. Edit the **End Employment Date** to the appropriate date in the next fiscal year.

7. If you are unsure of the End Date or if the employee is working only as needed (WOWN) use the last day of the next fiscal year.

Job Details

Employee Type	*	× Temporary (Fixed Term) ↗
Job Profile	*	× NC7550PNE - Project/Program Specialist (Non-Exempt)
Job Title		Project/Program Specialist (Non-Exempt)
Business Title		Project/Program Specialist (Non-Exempt)
Time Type	*	× Part time
Location	*	× UADA	CES	LRSO	RM 208 Common Area
Work Space		
Pay Rate Type		× Hourly ...
Scheduled Weekly Hours		20

Additional Information

Job Classifications	13-0000 - Business and Financial Operations Occ 3 - Professional (EEO-6-United States of America)
Additional Job Classifications	
Company Insider Types	
Workers' Compensation Code from Job Profile	(empty)
Workers' Compensation Code Override	
Work Shift	
End Employment Date	* 06/30/2022
Difficulty to Fill	(empty)
Critical Job	

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