

Instructions for Updating Published Salary Range on Job Requisitions

Please use this Job Aid to update the published budgeted salary range or pay rate only.

1) In Workday, click on the **Related Actions** icon beside the job title:

R0006552 Workday Data Engineer (Open) 🚥				
Recruiting Start Date	12/05/2022 - 1 day ago	0	Maggie Karaman Hiring Manager	
Target Hire Date	01/01/2023 - 26 days to go	-		
Primary Location	ISF Hilltop Campus		Mirella Sales Recruiter	

2) This action will prompt the Actions box to appear. Select Additional Data > Edit Effective Dated Custom Object.

Custom Object

		0 0 0 0 0 0	
Actions		R0006552 Workday I	Dat
Additional Data		Edit Effective-Dated Custom Object	gir
Audits	>	View All As Of	Ĺ

3) Enter today's date in the effective date field and then select **Ok.**

Edit Job Requisition Effective-Dated			
Effective Date * 12/06/2022			
OK Cancel			

4) Click on the blue Edit Additional Data button.



5) Enter the budgeted salary range or pay rate in the **Salary Range** field. Then click **Submit.**



Edit Addit	ional Data Edit Job Requisition Additional Data: Workday Data Engineer 🚥			
Custom Object	Salary Pay Range			
Instructions				
Information entered in this section will display on the External Candidate Career Site.				
Salary Pay Range				
Salary Range	\$66,600 - \$93,960 annual; commensurate			
enter your comment				
Process History				
Maggie Karaman Edit Job Requisition Additional Data- Step Completed				
Maggie Karaman Edit Additional Data: Salary Pay Range- Awaiting Action				
Submit	Cancel			

6) The business process is complete and will route to Human Resources or Student Employment to update on external and/or internal career sites.