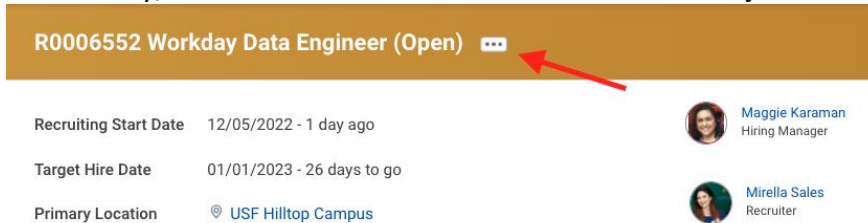




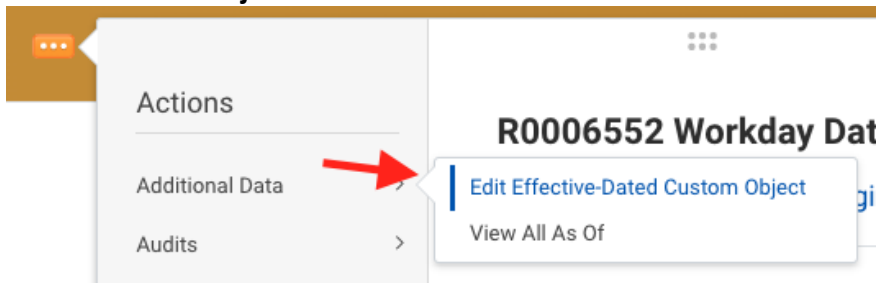
Instructions for Updating Published Salary Range on Job Requisitions

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:



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



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



- 4) Click on the blue **Edit Additional Data** button.

You have submitted

Up Next: Maggie Karaman | Edit Additional Data

[View Details](#)

[Edit Additional Data](#)

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



Edit Additional 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.