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:

   ![Related Actions Icon]

   **R0006552 Workday Data Engineer (Open)**

   - Recruiting Start Date: 12/05/2022 - 1 day ago
   - Target Hire Date: 01/01/2023 - 26 days to go
   - Primary Location: USF Hilltop Campus

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

   ![Edit Effective Dated Custom Object]

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

   ![Edit Job Requisition Effective-Dated Custom Object]

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

   ![You have submitted]

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