**How to View the Employee Position Description in Workday**

1. Login to [**SSO**](https://sso.tamus.edu) and select **Workday** from the **SSO** Menu.
2. On your **Workday Home Page**, locate the **Search** box at the top of the page and enter the employee’s name. Select the employee’s name to view their **Worker Profile**.
3. On the employee’s **Worker Profile** page, navigate to the **Job Details** section on the right side of your page and locate the link for the employee’s **Position** and click the **Related Actions** button. Select **Position**, followed by**View Position Restrictions** in the **Actions** menu.
4. Here you will see the **Position Restrictions** under the **Position Overview**tab. Navigate to the PDF icon to the right of the page and select the PDF icon to view the **Print** menu. On the **Print** menu, select the **Clear All** button to clear the default options. Select the second listed **Position Overview** box to view only the employee position description and then select the **Print** button. The Export Document box will appear, select the Download button to export a PDF copy of the employee’s position description to save in your files.

**Note:** If changes are needed to the position description, the manager should notify their unit contact to assist with updating the position description using the **Edit Position Restrictions** business process.