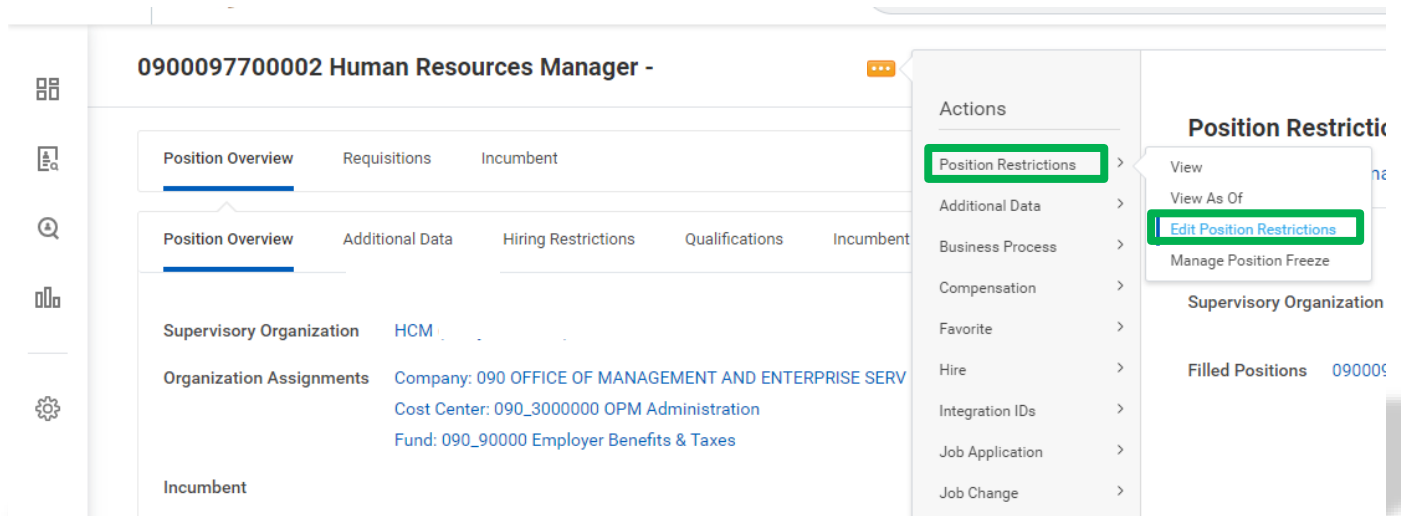


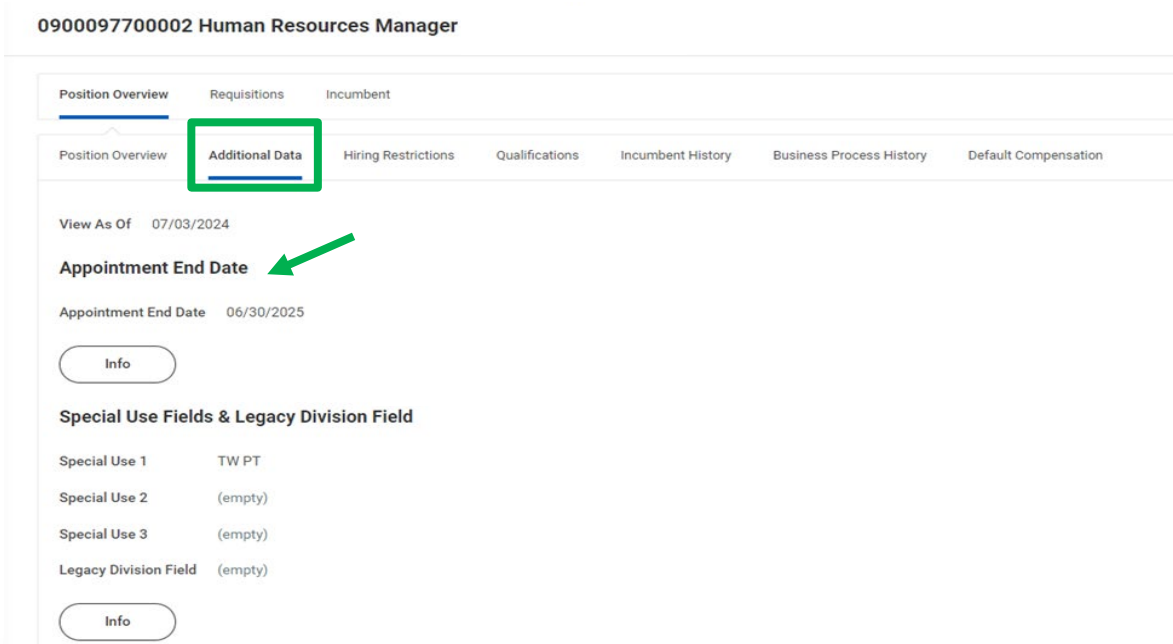
To Update Appointment End Date

1. To update the **Appointment End Date**, navigate to the **Position Restrictions**, select the **Actions** button, then go to **Position Restrictions > Edit Position Restrictions**.
2. A task will pop up requiring you to enter an effective date. You will then get another task to add the **Appointment End Date** or add/edit the other **Additional Data** fields.



The screenshot shows the Workday interface for a position titled "0900097700002 Human Resources Manager". The "Position Restrictions" menu is open, and the "Edit Position Restrictions" option is highlighted. The "Additional Data" tab is also visible in the background.

3. To see the **Appointment End Date**, you can navigate to the **Additional Data** tab on the **Position Restrictions**.



The screenshot shows the "Additional Data" tab selected in the "Position Restrictions" section. The "Appointment End Date" field is highlighted with a green box and a green arrow pointing to it. The date is 06/30/2025.

0900097700002 Human Resources Manager

Position Overview Requisitions Incumbent

Position Overview **Additional Data** Hiring Restrictions Qualifications Incumbent History Business Process History Default Compensation

View As Of 07/03/2024

Appointment End Date

Appointment End Date 06/30/2025

Info

Special Use Fields & Legacy Division Field

Special Use 1	TW PT
Special Use 2	(empty)
Special Use 3	(empty)
Legacy Division Field	(empty)

Info