



File Name	Inactivating a Position_BUSPROC.doc
Version	8.9
Document Created	8/14/2009
Date Modified	8/14/2009
Last Changed by	Ann M. Flood
Status	DRAFT

Inactivating a Position

Trigger:

Concept

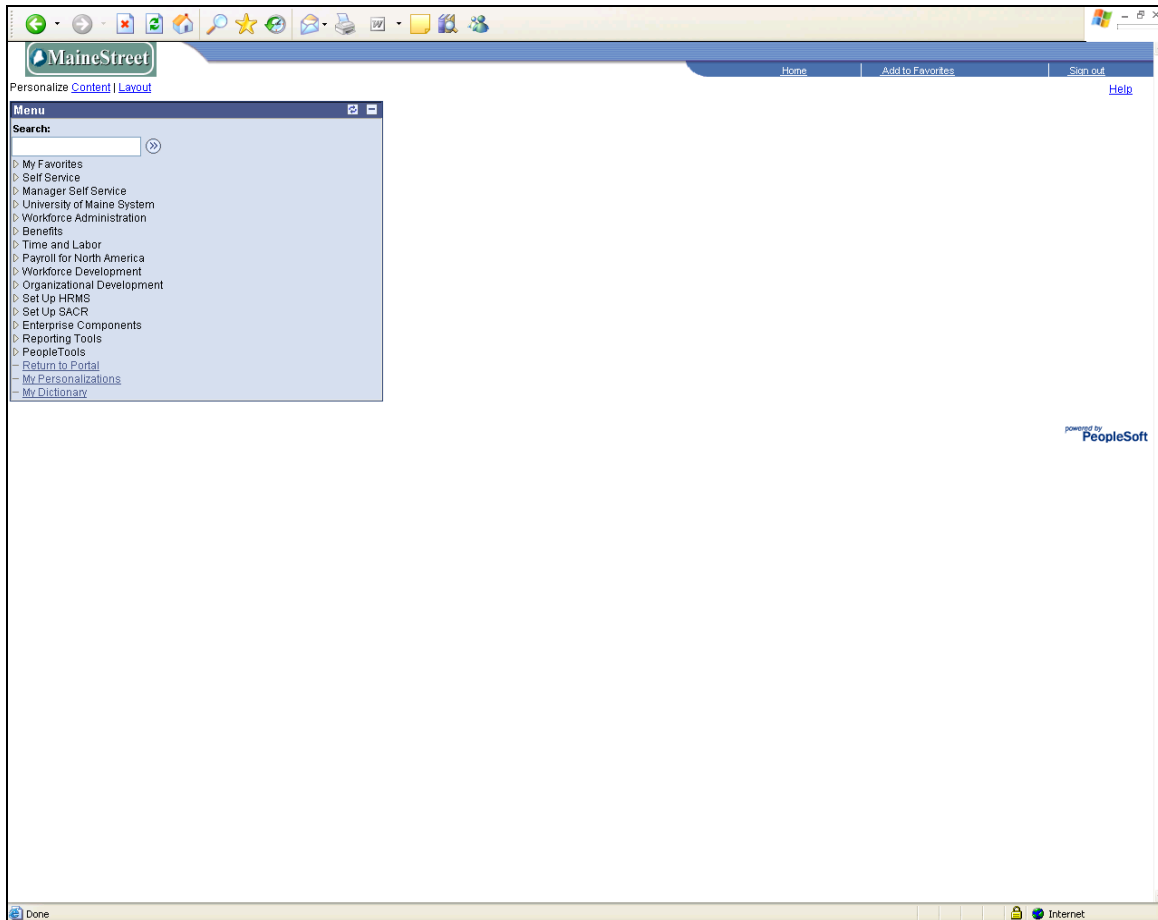
Once a Position has been created, it cannot be deleted. If a position becomes inactive because there are no active incumbents and/or budget associated with position, the position should be changed to 'Inactive' Status.

Additional Information:

- An Inactive Position cannot be assigned to an employee's record in Job Data.
- If there is an incumbent in the position with Active status in Job Data, an error message will appear and will not allow the position to be saved.
- All incumbent employee records must be terminated in job data prior to setting the position to 'Inactive'.
- The effective date of the termination row in Job Data must be the same or prior to the effective date in position data.
- Always review the 'Other Incumbents' tab to make sure that there are no employee's currently being paid in Additional Pay with the assigned position number.

Please refer to: <http://www.maine.edu/pdf/UsingUPK.pdf>

Navigation

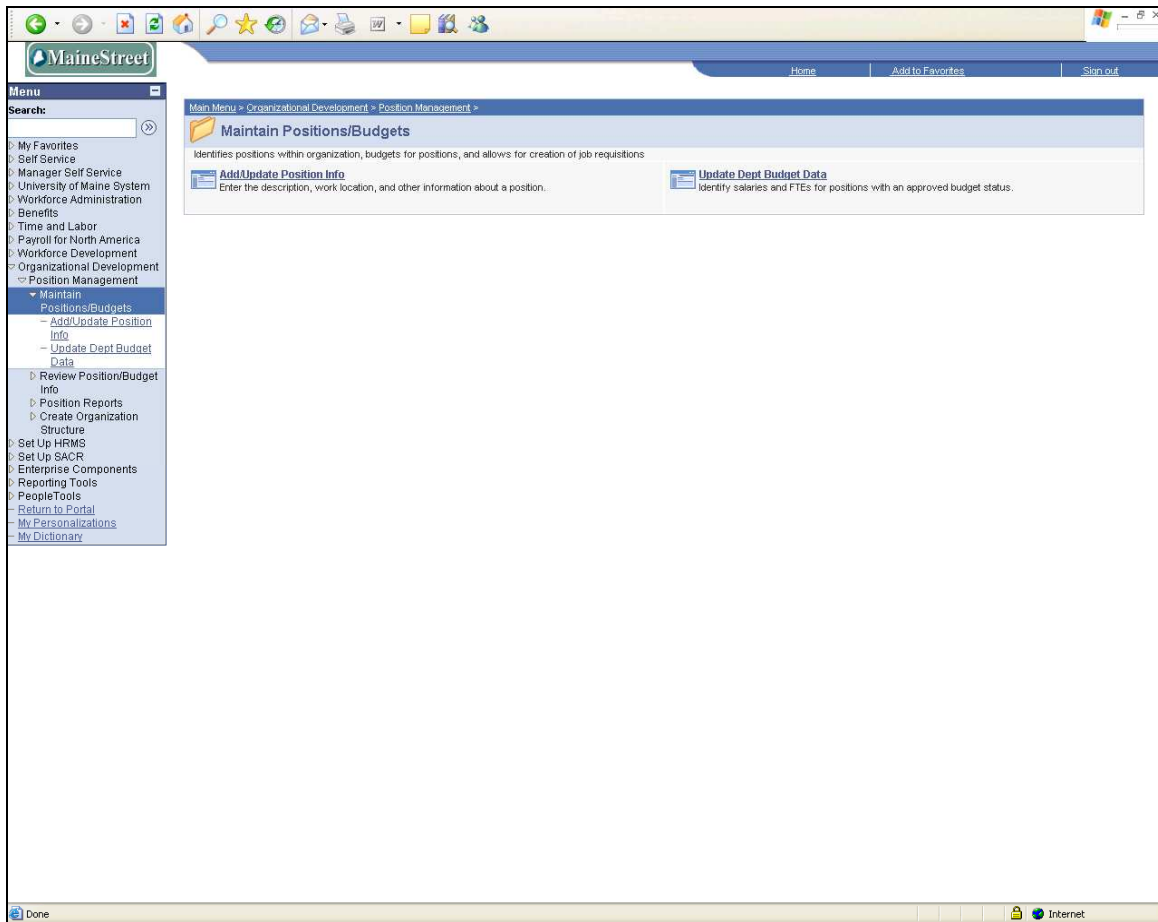


Step	Action
1.	Click the Organizational Development link. 
2.	Click the Position Management link. 
3.	Click the Maintain Positions/Budgets link. 



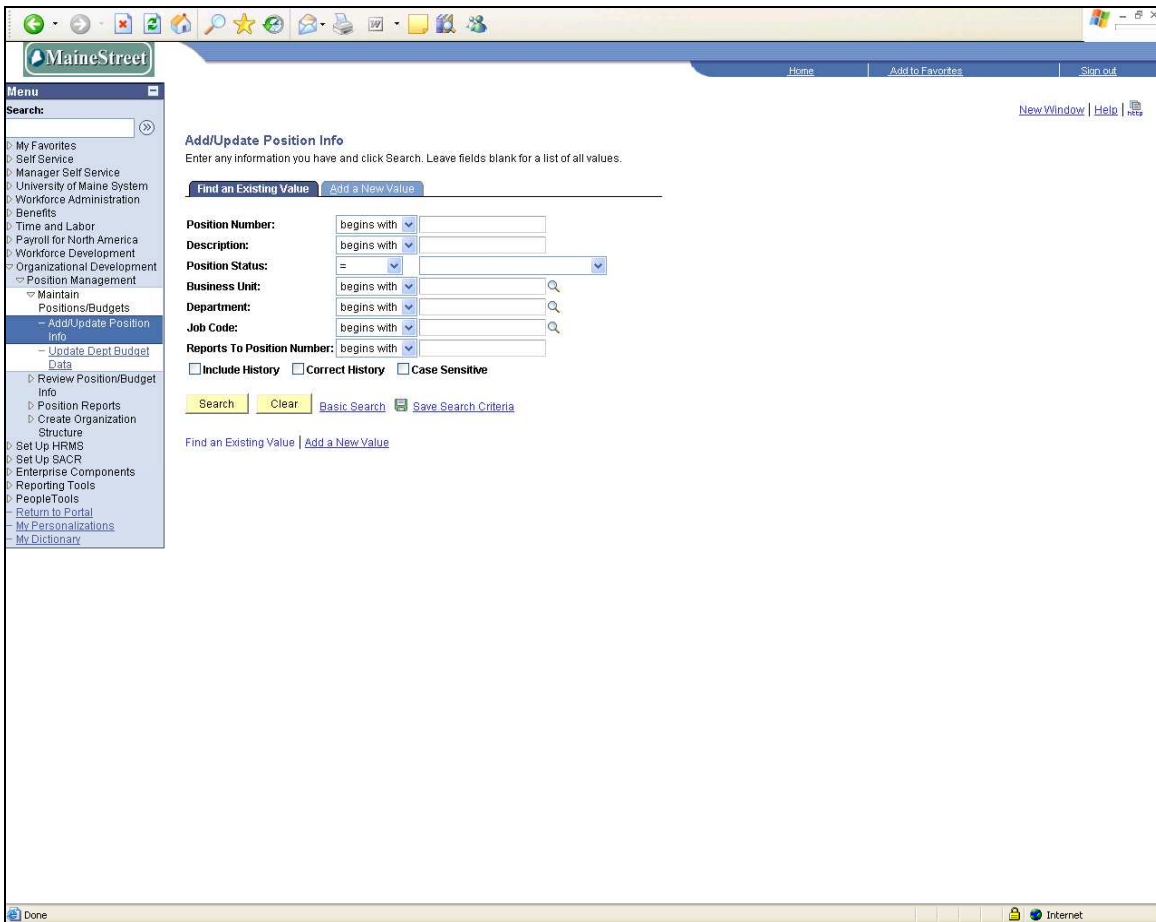
Process Document

Position Management - HR: Inactivating a Position



- | Step | Action |
|------|--|
| 4. | Click the Add/Update Position Info link. |

Procedure



Step	Action
------	--------

5. Enter the Position Number into the **Position Number** field.
6. Click the **Search** button.





Process Document Position Management - HR: Inactivating a Position

The screenshot displays the 'Position Information' section of the MaineStreet HR system. The position is identified by number 00099999 and is currently in an 'Inactive' status. The effective date is 07/31/2008, and the action date is 09/23/2008. The position is located at the University of Maine, School of Economics (NSFA), Orono Campus, and reports to the Chair Stipend. The salary plan is U, grade 04, step 0, with standard hours of 14.00 per week. The work period is weekly, with 2.80 hours per day from Monday to Friday.

Position Information

Position Number: 00099999
Headcount Status: Open
Current Head Count: 0 out of 1
Effective Date: 07/31/2008
Reason: INA Position Inactivated
Status: Inactive
Action Date: 09/23/2008
Position Status: Approved
Status Date: 10/27/2004
Key Position:

Job Information

Business Unit: UMS05 University of Maine
Job Code: 7906 Research: Other (Bus, Engr, etc)
Manager Level: All Other Positions
Regular Temp: Regular
Full Part Time: Part-Time
Regular Shift: NIA
Union Code: 002 UMPGA Represented Professional
Title: Associate Scientist, RE&P
Short Title: Assoc Sci
Long Title: Associate Scientist of Resource Economics and Policy

Work Location

Reg Region: USA United States
Department: OSOE School of Economics (NSFA)
Company: UMS University of Maine System
Location: 000100 Orono Campus
Reports To: 00019467 Chair Stipend
Dot Line:
Supervisor Lvl:



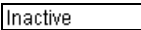
Salary Plan Information

Salary Admin Plan: U Grade: 04 Step:
Standard Hours: 14.00 Work Period: W Weekly
Mon Tue Wed Thu Fri Sat Sun
2.80 2.80 2.80 2.80 2.80

USA

Save Return to Search Notify Previous tab Next tab

Step Action

7. Click the **Plus (+) key** to add a new row.

8. Enter the effective date of the change into the **Effective Date** field.
9. Click the **Drop-down arrow** to select from the **Status** list.

10. Click the **Inactive** list item.


Process Document

Position Management - HR: Inactivating a Position



Step	Action
------	--------

11. Click the **Look up Reason** button.

Additional Information:

- An Inactive Position cannot be assigned to an employee's record in Job Data.
- If there is an incumbent in the position with Active status in Job Data, an error message will appear and the Position record cannot be saved.
- Employee Job Data must be terminated before position is Inactivated.
- Effective date of employee Job Data termination must be prior to or equal to effective date of position inactivation.



12. Click **"INA"** reason code entry in the **Reason Code** column.



The screenshot displays the 'Position Information' form in the MaineStreet HR system. The form is organized into several sections:

- Position Information:**
 - Position Number: 00099999
 - Headcount Status: Open
 - Current Head Count: 0 out of 1
 - Effective Date: 09/01/2009
 - Status: Inactive
 - Reason: INA (Position Inactivated)
 - Action Date: 08/14/2009
 - Position Status: Approved
 - Status Date: 10/27/2004
 - Key Position:
- Job Information:**
 - Business Unit: UMS05 University of Maine
 - Job Code: 7906 Research: Other (Bus, Engr, etc)
 - Manager Level: All Other Positions
 - Reg/Temp: Regular
 - Full/Part Time: Part-Time
 - Regular Shift: N/A
 - Union Code: 002 UMPSPA Represented Professional
 - Title: Associate Scientist, RE&P
 - Short Title: Assoc. Sci
 - Long Title: Associate Scientist of Resource Economics and Policy
- Work Location:**
 - Reg Region: USA United States
 - Department: OSOE School of Economics (NSFA)
 - Company: UMS University of Maine System
 - Location: 000100 Orono Campus
 - Reports To: 00018467 Chair Stipend
 - Dot-Line:
 - Supervisor Lvl:
- Salary Plan Information:**
 - Salary Admin Plan: U
 - Grade: 04
 - Step:
 - Standard Hours: 14.00
 - Work Period: W Weekly
 - Hours by Day: Mon (2.80), Tue (2.80), Wed (2.80), Thu (2.80), Fri (2.80), Sat, Sun

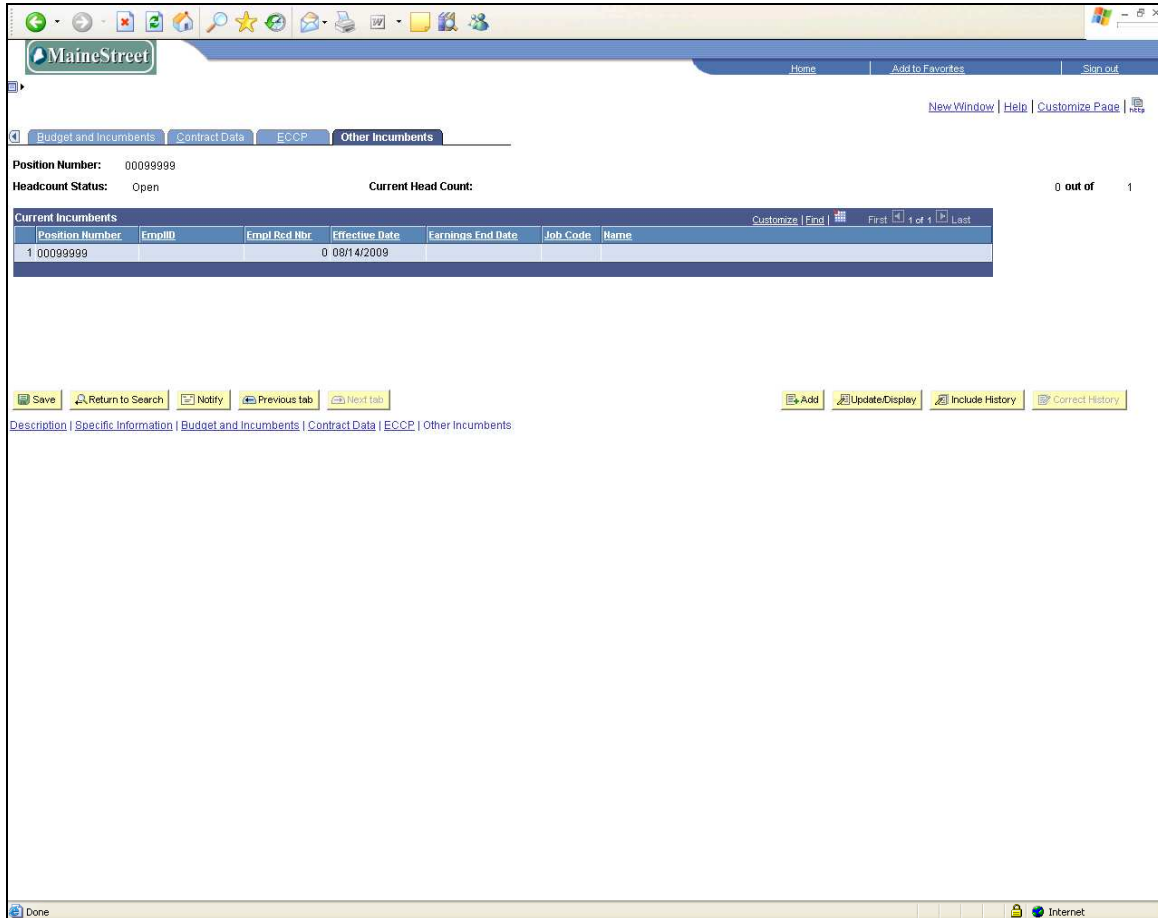
At the bottom of the form, there are navigation buttons: Save, Return to Search, Notify, Previous tab, and Next tab.

Step	Action
------	--------

13. Click the **Other Incumbents** tab.

Review Other Incumbents to make sure there are not employees currently being paid in Additional Pay with this position number.

[Other Incumbents](#)



Step	Action
------	--------

14. Click the **Save** button.

[Save](#)

15. **End of Procedure.**