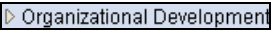
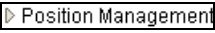
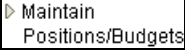



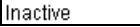






Inactivating a Position

1.	Click the Organizational Development link. 
2.	Click the Position Management link. 
3.	Click the Maintain Positions/Budgets link. 
4.	Click the Add/Update Position Info link.
5.	Enter the Position Number into the Position Number field.
6.	Click the Search button. 
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. 
11.	Click the Look up Reason button. <u>Additional Information:</u> - 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. 
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. 

Quick Guide



14.	Click the Save button. 
15.	End of Procedure.