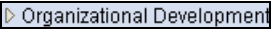
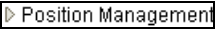
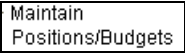







Update Position

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 Position Number into the Position Number field. If Position Number is not known, the Description, Position Status, Business Unit, or Department fields may be used to search for the correct position.
6.	Click the Search button. 
7.	Click the Plus (+) key to add a new row. 
8.	Enter the applicable Effective date into the Effective Date field. NOTE: Position Data rows are effective-dated, but not sequenced. Therefore, the same effective date cannot be used on more than one row.
9.	Click the Look up Reason button. 
10.	Click an entry in the Reason Code or Description column. 
11.	Edit/Change all applicable fields on ALL panels before saving.
12.	If changing Title, the new title <u>MUST</u> be entered in both the Title and Long Title fields.
13.	Click the Save button. 
14.	End of Procedure.