Update Position

1.	Click the **Organizational Development** link. Organizational Development
2.	Click the **Position Management** link. Position Management
3.	Click the **Maintain Positions/Budgets** link. Maintain Positions/Budgets
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. Search
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. Title Change
11.	Edit/Change all applicable fields on **ALL** panels before saving.
12.	If changing Title, the new title MUST be entered in both the Title and Long Title fields.
13.	Click the **Save** button. Save
14.	**End of Procedure.**