




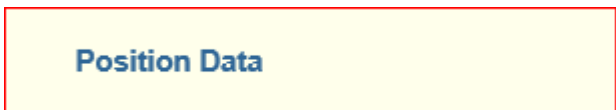






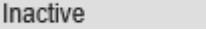









HR050.06: Inactivating a Position

Step	Action
1.	Click the NavBar button. 
2.	Click the Navigator button. 
3.	Click the Set Up HCM menu. 
4.	Click the Product Related menu. 
5.	Click the Organizational Development menu. 
6.	Click the Position Data menu. 
7.	Populate the Position Number field. Position Number <input type="text" value="begins with"/> <input type="text"/>
8.	Click the Search button. 
9.	Click the Budget and Incumbents tab. 



Step	Action
10.	Review the Current Incumbents section and confirm no employees are associated with the position. NOTE: If employees are associated with the position, update the employee position information and, then, return to inactivate the position. 
11.	Click the Description tab. 
12.	Click the Plus (+) icon. 
13.	Validate the Effective Date and making any needed updates. 
14.	Click the Drop Down icon associated with the Status field. 
15.	Select the Inactive list item. 
16.	Click the Look up icon associated with the Reason field. 
17.	Select INA from the listing. 
18.	Click the Specific Information tab. 
19.	Remove the Update Incumbents flag. 
20.	Click the Save button. 
21.	Click the OK button. 
22.	You have successfully completed the Inactivating a Position topic. End of Procedure.