


Inactivating Positions

1.	Click the Develop Workforce link. 
2.	Click the Manage Positions (USF) link. 
3.	Click the Use link. 
4.	Click the Position Data link. 
5.	Click in the Job Code field. 
6.	Enter the desired information into the Job Code field. Enter a valid value, e.g. "002880" .
7.	Click the Search button. 
8.	Click the desired entry in the Search Results table. 
9.	Select the appropriate position. 
10.	Click the Budget and Incumbents tab. 
11.	
12.	Click the Description tab. 
13.	Click the Add a new row at row 1 button. 
14.	Click the Choose a date button. 
15.	Click the desired date. 
16.	Click the *Status list. 
17.	Click Inactive . 
18.	Click the Save button. 

19.	Users will receive a warning that confirms there are no employees attached to the position. Click the Ok button. 
20.	The position that is no longer needed is inactivated. End of Procedure.