

Modifying Position Data

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 *Position Status list. 
9.	Select the desired entry. 
10.	Click in the Reports To field. 
11.	Enter the desired information into the Reports To field. Enter a valid value, e.g. "0000045" .
12.	Click the Add a new row at row 1 button. 
13.	Click the Choose a date button. 
14.	Click the desired date. 
15.	Click the Ok button. 
16.	The data for an active position is modified. End of Procedure.