

Reactivating Inactive 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.	Select the appropriate position. 
9.	Click the Add a new row at row 1 button. 
10.	Click the Choose a date button. 
11.	Click the desired date. 
12.	Click the *Status list. 
13.	Click Active . 
14.	Click the Save button. 
15.	The inactive position is reactivated. End of Procedure.