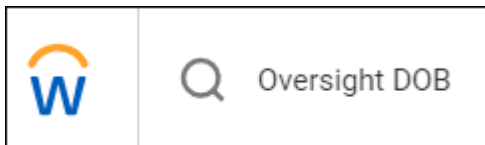


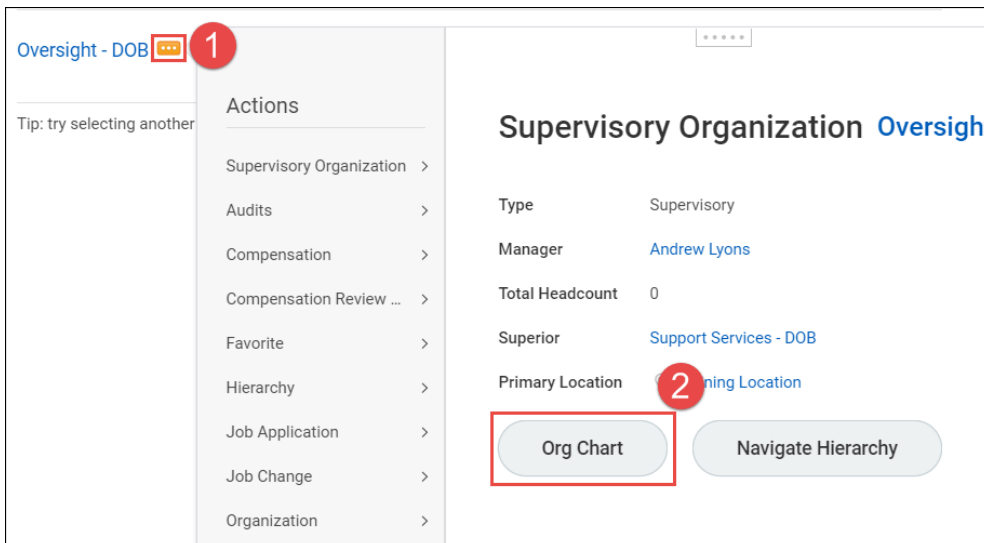
## Inactivate Supervisory Organizations

This job aid will walk an Organization Partner through the steps to inactivate supervisory organizations.

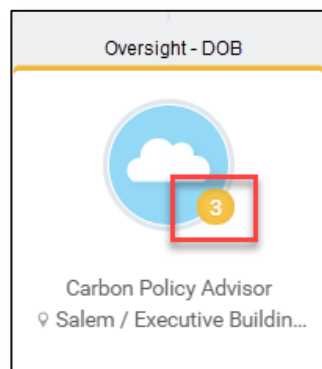
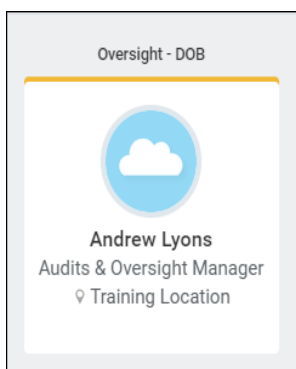
Step 1: In the *search bar*, enter the organization that needs to be inactivated.



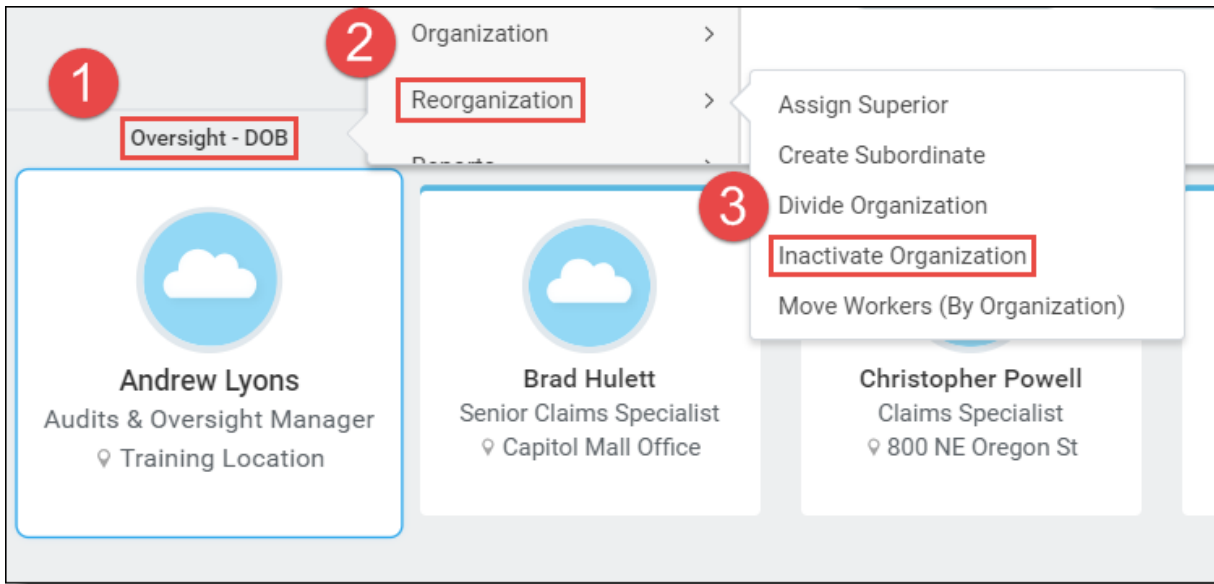
Step 2: Click on the *Related Actions icon* (1), click on **Org Chart** (2).



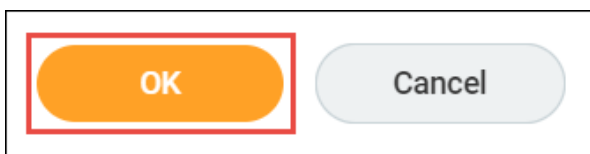
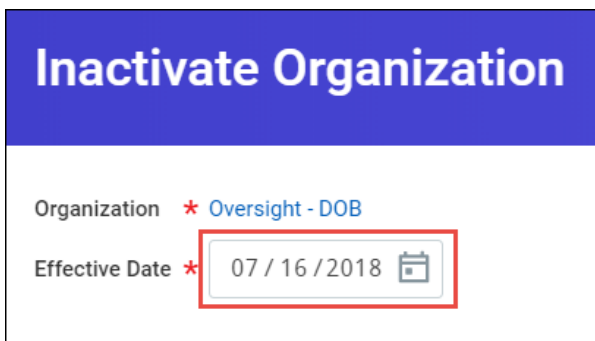
Step 3: Verify the organization has no direct reports. If there are direct reports there is an orange circle with a number on the bottom right of the cloud or profile picture. If there are direct reports, be sure to move them to another supervisory organization. Refer to the [Move Workers](#) job aid for more information.




Step 4: Click the organization name (1), hover over **Reorganization** (2), click on **Inactivate Organization** (3).



Step 5: The *Effective Date* will auto populate to the current date, you can adjust if need be. Click **OK** to continue.



Step 6:  Ensure the radio button next to *Remove from Hierarchy* remains unselected. Check the *Keep All Role Assignments* box.

You can inactivate an organization if it has no employed members, open positions, or open headcount. Remove or inactivate all subordinate and included organizations before inactivating an organization. When you inactivate an organization, it retains its superior organization. On the Roles grid, select the role assignments to retain. If you rescind the inactivation, Workday doesn't restore previous role assignments.

Effective Date

Superior

Remove from Hierarchy  Ensure this radio button remains unchecked.


Keep All Role Assignments


Roles

Keep All Role Assignments  Check this box to Keep Role Assignments.

Step 7: This screens verifies the process was successfully completed. Click **Done** to continue.

**You have submitted**  
Inactivation: Oversight - DOB on 07/16/2018 [Actions](#)

  
Process Successfully Completed

 Anytime you complete an organization action, you will be taken back to the last organization that you started in.