

Close a Position

This job aid provides step by step instruction on how to verify the budget on a position and how to Close a Position. This task can be completed by an HR Partner, unless the position is budgeted, then the task will route to the Finance Administrator for approval.



Position Analysts and HR Executives can initiate this task. It will route to an HR Partner for approval.



Positions closed with an effective date of more than 12 months ago, will not be searchable in Workday. Notify the Workday help desk if you need to view a position that has a close date of more than 12 months ago.

Step 1: In the search bar type in *Find Position* and click on **AUD Find Your Position by PPDB or Workday Position ID – Report**.

Q find position

- Find Positions Without Succession Plan - Report
- AUD Find Your Positions by PPDB or Workday Position ID - Report**
- HCM Find Workers for Swap Positions - Report

Step 2: From the *Find Your Position* screen, enter the Workday **Position ID** number or other data to find the position you want to close. Only one piece of data is needed. Click **OK**.

AUD Find Your Positions by PPDB or Workday Position ID

Instructions Any of these filter conditions are excluded, if they are left blank. To find your workday position enter information in any of restrictions, the second row is the position details - so that you can see any differences between the two. If the position is

If you use the auth number field, be aware it may take up to 1 minute to find your position.

Position ~ OR ~ Worker

Requisition

Manager

Supervisory Organization

Authorization Number

Company

PPDB Position Number

Position ID

Step 3: If the Authorization Number field is blank, the position is non-budgeted. If the Authorization Number column has an authorization number, the position is budgeted.

CF LRV Position Pay Group	Position	Earliest Hire Date	PPDB Position Number	Authorization Number	Workday Position ID	RDC	PDC	Open Requisition	Manager	Supervisory Organization	Company	Cost Center	Position Representation
	Human Resource Analyst 2 (Unfilled)	02/06/2019			00000100715	039				Office of Strategic Planning & Operations odoc	Department of Corrections		American Federation of S County & Municipal Employees (AFSCME) at Department of Corrector Security Plus


Step 4: Click on the related *Actions* icon (1) on the position, hover over **Position Restrictions** (2), and select **Close Position** (3).


The screenshot shows the 'Actions' menu for the position. The 'Position Restrictions' option is highlighted with a red circle (2), and the 'Close Position' option within that menu is also highlighted with a red circle (3). A red circle (1) is placed over the Actions icon in the table row.

Step 5: Enter the **Close Reason** (1) by clicking on the menu prompt and selecting the appropriate reason. Enter the **Close Date** (2). Click **Submit**.

Position Group Human Resource Analyst 2 (Unfilled)

Organization Office of Strategic Planning & Operations odoc

Close Reason  1

Close Date *  2

Last Updated 02/05/2019