

Inactivate Position

The steps below demonstrate how to **Inactivate a Position**.

Step 1: **Enter the Effective Date for the position to be inactivated.**

NOTE: You must enter the Effective Date **before** you select any action. The Effective Date will become display-only after the action is selected.

Step 2: **Select the Inactivate Position action.**

NOTE: You cannot edit the row after selecting Inactivate Position.

Step 3: **Click OK to save the changes and return to the Staffing Summary page.**

Step 4: **Note that the [redacted] next to the row has changed to a [redacted], indicating a change.**

The vacancy status has changed from "Recruit" to "Inactivate" and the Total FTE is now blank.



NOTE: Inactivated positions will be

