HRMS Position Management:
• Update “Reports To” Field or
• Make a Position “Inactive”

Menu Path: Position Management >> Add/Update Position Info.

Position Management Procedural Steps:

1) Locate the position that needs to be updated.

   - Use the to search for a position number.

2) Click to display the position(s).

3) Ensure the position has an Approval Status of either:
   • OK for ePAF only
   • OK for eRecruit and ePAF
   • Draft
   • Saved without Approval
4) Click on the checkbox adjacent to the appropriate position.

<table>
<thead>
<tr>
<th>Position No.</th>
<th>Employment Group</th>
<th>Job Family</th>
<th>Job Code</th>
<th>Classification Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>00000429</td>
<td>CUPE 116</td>
<td>RAT 116</td>
<td>251404</td>
<td>Research Asst/Tech</td>
</tr>
<tr>
<td>00000596</td>
<td>M&amp;P (AAPS)</td>
<td>Res&amp;Facil</td>
<td>183701</td>
<td>Research&amp;Facilitator</td>
</tr>
<tr>
<td>00000853</td>
<td>M&amp;P (AAPS)</td>
<td>Admininstr</td>
<td>180205</td>
<td>Administration, Level</td>
</tr>
<tr>
<td>00000923</td>
<td>M&amp;P (AAPS)</td>
<td>Res&amp;Facil</td>
<td>183701</td>
<td>Research&amp;Facilitator</td>
</tr>
</tbody>
</table>

5) Click the **Update** button to display the selected record.

6) Ensure you are on the **Position Information** tab.

7) Click on the + icon to add a new row to the position.

8) Select appropriate Event:
   - To update **“Reports To” field** go to **Option A** (directly below).
   - To make position “Inactive” go to **Option B** (next page).

**Option A: Update “Reports To” Field**

1) Select the **Event** and **Update Position** from the dropdown list.

2) The Event Start Date will default to the current date*. In this case, it should not present a problem and can remain as is.

   *NOTE: In most cases, the Event Start Date should NOT remain as the current date; it should be changed to the same date as of the event (i.e., hire, location change, etc.) or earlier.

3) Enter the correct position number in the **Reports To** field at the bottom of the page. If the position number isn’t known, click on the search to do a search.

4) Click **Save**.

**End of Update “Reports To” Field Procedure.**
Option B: Make Position “Inactive”

1) Ensure the position is currently “Vacant”. A position with an “Incumbent” cannot be inactivated.

2) Select *Event: 6. Inactivate Position* from the dropdown list.
   - Ensure the “Position Status” automatically changed to “Inactive”, as well.

3) The Event Start Date will default to the current date*. In this case, it should not present a problem and can remain as is.
   *NOTE: In most cases, the Event Start Date should NOT remain as the current date; it should be changed to the same date as of the event (i.e., hire, location change, etc.) or earlier.

4) Click **Save**.*
   *NOTE: If you receive the error message below, you are trying to inactivate a position that is not “Vacant” or was not “Vacant” on the Event Start Date. To select a different position or correct the Event Start Date, click **OK** and **Cancel/Return** and enter a different position number.

End of Make Position “Inactive” Procedure.