



# 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.

Position Management

Complete all or some of the fields below and click on the 'Add/Search' button.  
Click on the magnifying glass to select from a list of valid values.  
The values selected here can be changed in the screens which follow, if necessary.

**Position Number:**

**OR**

**Enter information in the following fields to locate the Position Number:**

**Campus:**

**VP/Faculty:**

**Department Code:**

**Employment Group:**

**Job Family:**

**Job Code:**

**Job Title Key Word Search:**

**Incumbent Name:**    
Enter Last Name, First Name

**OR**

**My Positions**

- Use the to search for a position number.

2) Click **Add/Search** 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.

Position Search Results					
	Position No.	Employment Group	Job Family	Job Code	Classification Title
<input type="checkbox"/>	00000429	CUPE 116	RAT 116	251404	Research Asst/Tech
<input type="checkbox"/>	00000596	M&P (AAPS)	Res&Facil	183701	Research&Facilitati
<input type="checkbox"/>	00000853	M&P (AAPS)	Administrn	180205	Administration, Leve
<input type="checkbox"/>	00000923	M&P (AAPS)	Res&Facil	183701	Research&Facilitati

5) Click  button to display the selected record.

6) Ensure you are on the   tab.



7) Click on the  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

Position Information

1) Select  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.

Reporting Hierarchy

Reports To:

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

4) Click .

**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.

The screenshot shows a web form titled "Position Information". The "\* Event:" dropdown menu is set to "6. Inactivate Position". Below it, the "Data Entry Date:" field is visible. In the "Status" section, the "Position Status:" dropdown menu is set to "Inactive".

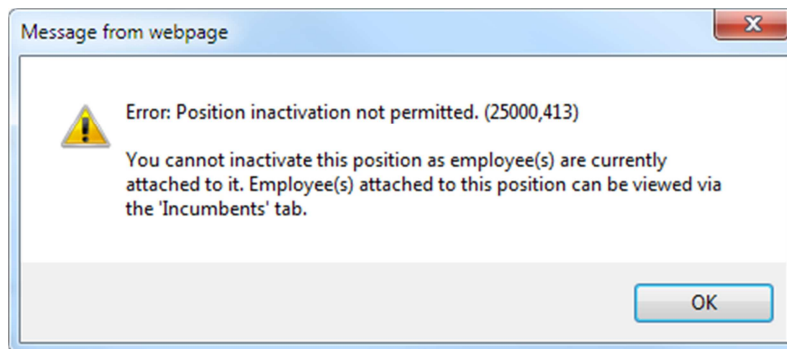
- 3) The Event Start Date will default to the current date\*. In this case, it should not present a problem and can remain as is.

**\*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** enter a different position number.



**End of Make Position “Inactive” Procedure.**