ePAF+ Activities
Abolishing/Inactivating a Position

Understanding the Inactivating a Position Transaction Process

This tutorial outlines the basic steps for inactivating a position using the electronic Personnel Action Form Plus (ePAF+).

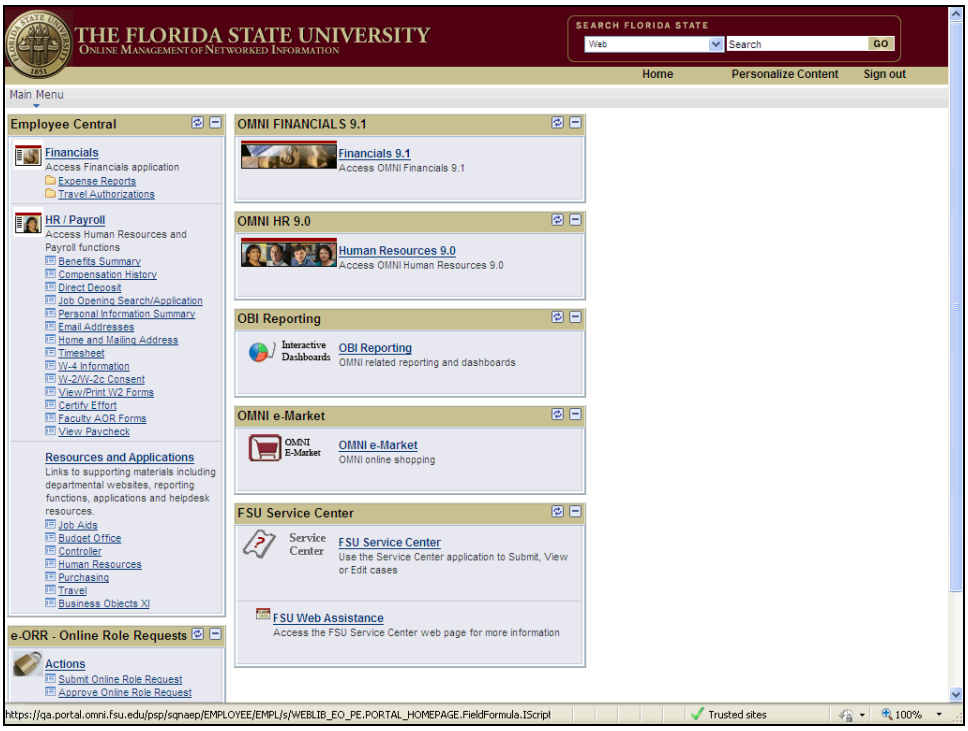
NOTE: A position must be vacant before it can be inactivated.

Estimated Length: 2 Minutes

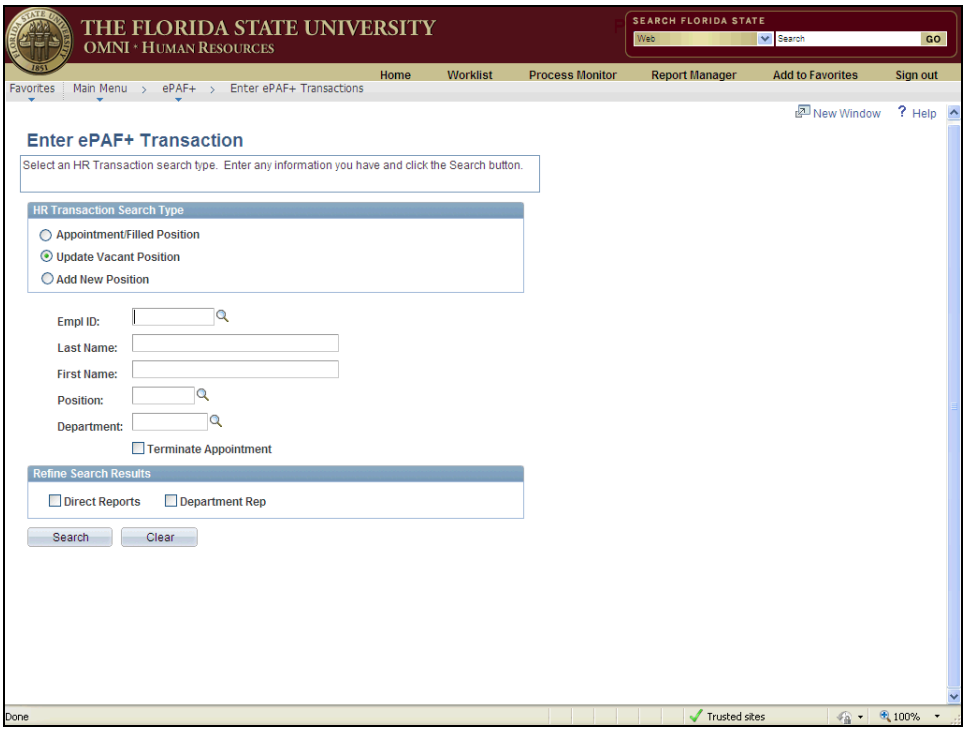
Procedure

Scenario:
In this topic you will learn the basic steps for inactivating a position using the electronic Personnel Action Form Plus (ePAF+).

Key Information:
Position Number (**NOTE:** A position must be vacant before it can be inactivated.)

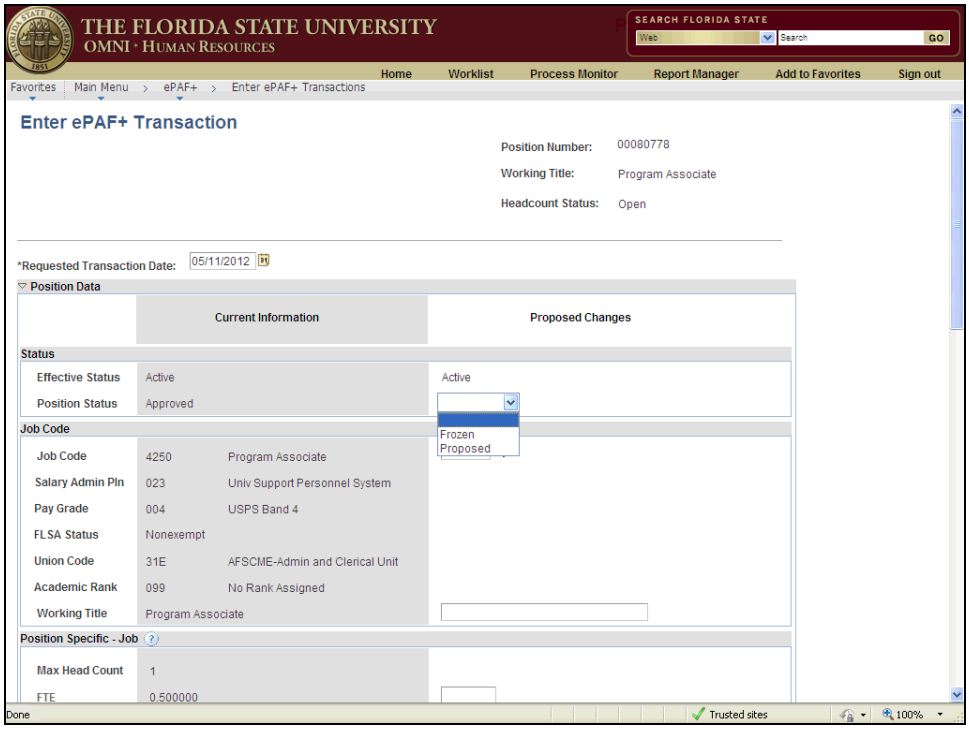


Step	Action
1.	Click the **Human Resources 9.0** link. Human Resources 9.0
2.	Click the **ePAF+** link. ePAF+
3.	Click the **Enter ePAF+ Transactions** link. Enter ePAF+ Transactions

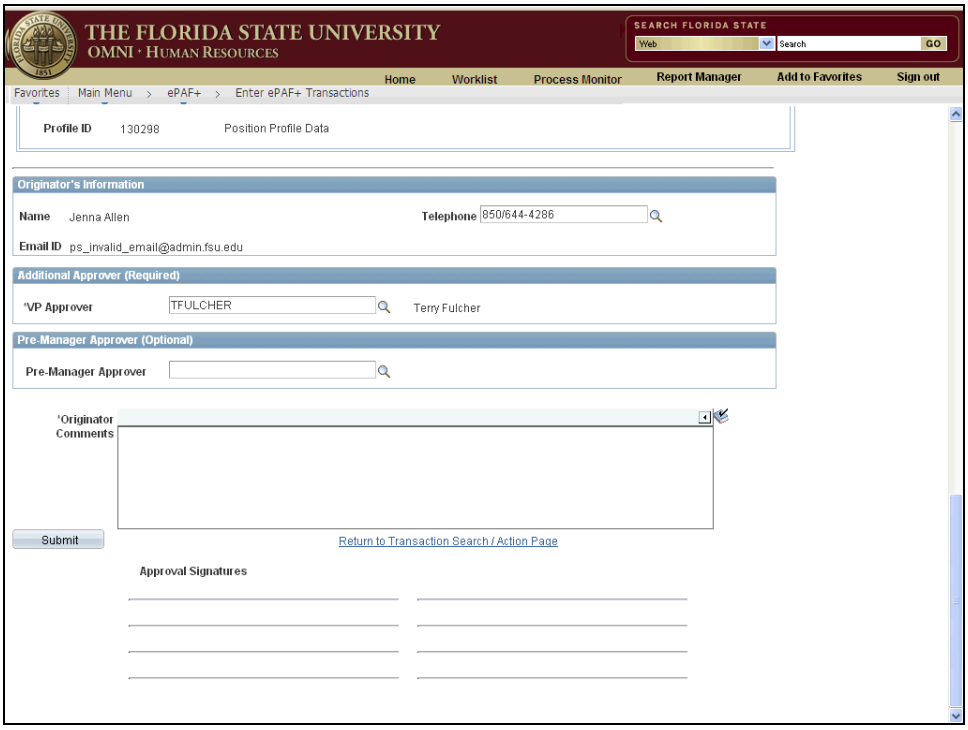


Step	Action
4.	Click the **Update Vacant Position** option to search for a vacant position. Update Vacant Position
5.	Enter the vacant position number into the **Position** field. For the purpose of this example, enter "**00080778**".
6.	Click the **Search** button. Search
7.	Click the desired **Position Nbr** link. 00080778

Step	Action
8.	Check the transaction effective date. The requested transaction effective date defaults to the current date. Please enter your desired transaction effective date or the first day of the next available payroll cycle. For the purpose of this example, enter "**05/11/12**".
9.	Click the **Submit** button.



Step	Action
10.	From the drop down menu, change the position status to frozen (inactive = frozen). Frozen
11.	Enter the appropriate VP approver into the **VP Approver** field. For the purpose of this example, enter "**TFULCHER**".



Step	Action
12.	Comments are required by the originator. Any information an approver may need to know prior to approving the ePAF+ should be entered into the Comments field. For the purpose of this example, enter "**Inactivating position 00080778.**".
13.	Click the **Submit** button. Submit
14.	Review Approval Routing here. To insert an approver, select the "+" at the desired step. The inserted approver must have appropriate approval authority.
15.	Click the **Return to Transaction Search / Action Page** link. Return to Transaction Search / Action Page
16.	Click the **Home** link. Home
17.	**Congratulations!** You have completed this topic. **End of Procedure.**