

Delete Position in EPM

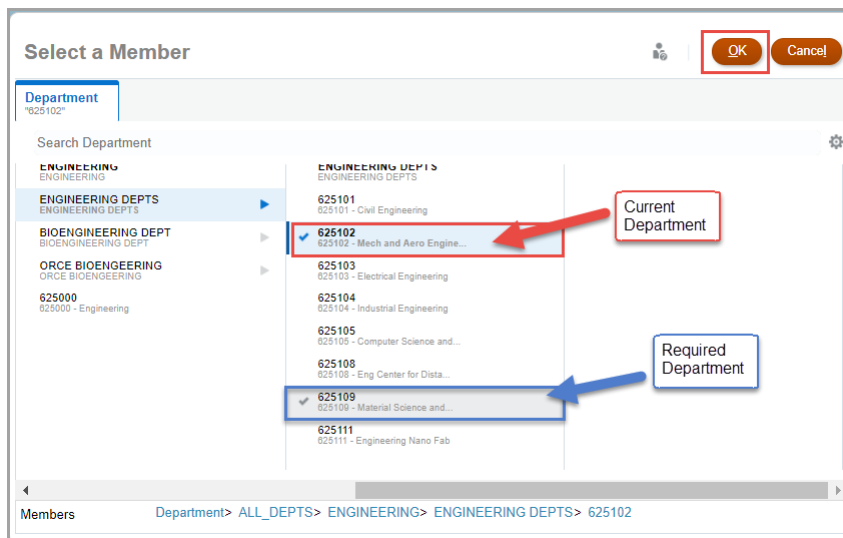
The purpose of this job aid is to explain how to delete a position when completely removing the position and all attributes from the department.





Note: Changes are updated in real time.

1. From the EPM homepage, select the **Departmental Budget** icon.
2. Select the **Position Budget Forms** icon.
3. Bring up the **Existing Position by Department** or the **Existing Positions by Cost Center** data form. Positions have been loaded by Funding Department associated to the Funding Cost Center. This may be different to the Owning Department.
4. Review the Department number and name listed in the box marked "Department".
5. If incorrect, click on Department and search for the desired department.

New Positions ⓘ			
Years	Scenario	Version	Data Type
FY20	Budget	Working	Department Working Total
		Department	Cost Center
		625102 - Mech and Aero Engineering	200118 MECHANICAL & AEROSPACE

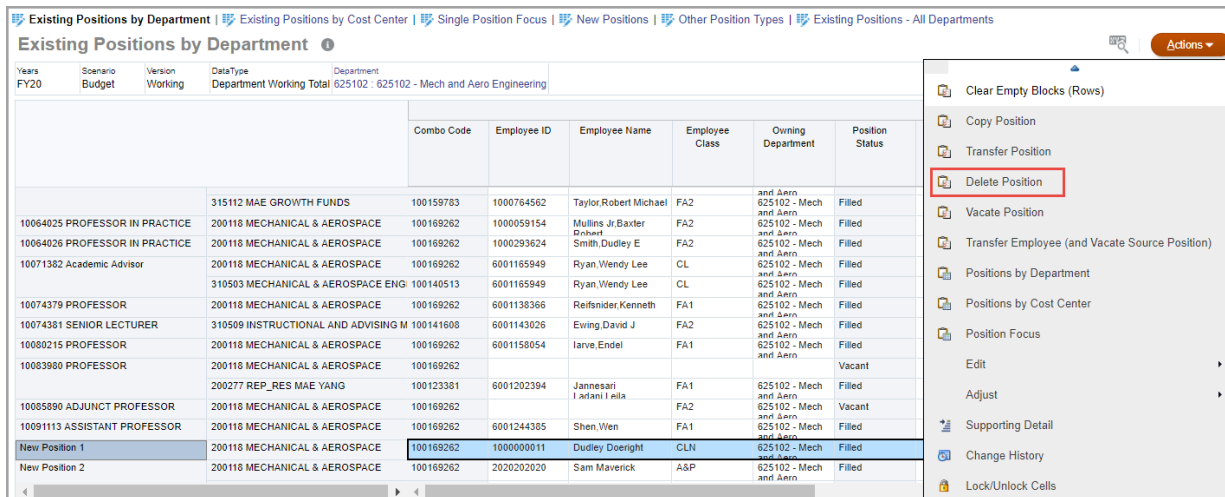
6. Once the desired department is selected, click **OK**. The Department should be highlighted in yellow.



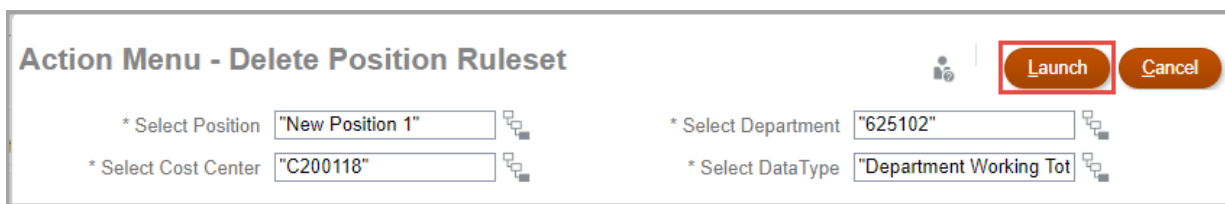
7. Click the **GO**    arrow.
8. Locate the position you want to delete by scrolling down the data form or clicking the Search icon  and enter the position name or position number

Delete a Position (Cont'd)

1. Right click on the position cell and select **Delete Position**. A pop-up window identified as “Action Menu – Delete Position Ruleset” will appear.



Years FY20	Scenario Budget	Version Working	Data Type Department Working Total	Department 625102 - Mech and Aero Engineering	Combo Code	Employee ID	Employee Name	Employee Class	Owning Department	Position Status	
					315112 MAE GROWTH FUNDS	100159783	1000764562	Taylor, Robert Michael	FA2	625102 - Mech and Aero	Filled
10064025	PROFESSOR IN PRACTICE				200118 MECHANICAL & AEROSPACE	100169262	1000059154	Mullins, Jr, Baxter Robert	FA2	625102 - Mech and Aero	Filled
10064026	PROFESSOR IN PRACTICE				200118 MECHANICAL & AEROSPACE	100169262	1000293624	Smith, Dudley E	FA2	625102 - Mech and Aero	Filled
10071382	Academic Advisor				200118 MECHANICAL & AEROSPACE	100169262	6001165949	Ryan, Wendy Lee	CL	625102 - Mech and Aero	Filled
					310503 MECHANICAL & AEROSPACE ENG	100140513	6001165949	Ryan, Wendy Lee	CL	625102 - Mech and Aero	Filled
10074379	PROFESSOR				200118 MECHANICAL & AEROSPACE	100169262	6001138366	Reifsnider, Kenneth	FA1	625102 - Mech and Aero	Filled
10074381	SENIOR LECTURER				310509 INSTRUCTIONAL AND ADVISING M	100141608	6001143026	Ewing, David J	FA2	625102 - Mech and Aero	Filled
10080215	PROFESSOR				200118 MECHANICAL & AEROSPACE	100169262	6001158054	Iarve, Endel	FA1	625102 - Mech and Aero	Filled
10083980	PROFESSOR				200118 MECHANICAL & AEROSPACE	100169262					Vacant
					200277 REP_RES MAE YANG	100123381	6001202394	Jannesari, Irfan I ella	FA1	625102 - Mech and Aero	Filled
10085890	ADJUNCT PROFESSOR				200118 MECHANICAL & AEROSPACE	100169262					Vacant
10091113	ASSISTANT PROFESSOR				200118 MECHANICAL & AEROSPACE	100169262	6001244385	Shen, Wen	FA1	625102 - Mech and Aero	Filled
New Position 1					200118 MECHANICAL & AEROSPACE	100169262	1000090911	Dudley Dieright	CLN	625102 - Mech and Aero	Filled
New Position 2					200118 MECHANICAL & AEROSPACE	100169262	2020202020	Sam Maverick	A&P	625102 - Mech and Aero	Filled



Action Menu - Delete Position Ruleset

* Select Position:

* Select Department:

* Select Cost Center:

* Select Data Type:

2. After verifying the required fields are updated, click the **Launch** button.
3. A confirmation window updating that the action was successful appears. Click **OK**.

NOTE: Position ID, combo code will remain, but ALL attributes will have been eliminated. Position should now reflect a status of “None.” *Deleting a Position does not eliminate completely for historical data.

When deleting a Position that is split-funded, you must perform operations for ALL distributions.