

Abolishing_Inactivating a Position

Overview:

Understanding the Inactivating a Position Transaction Process

This guide 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.

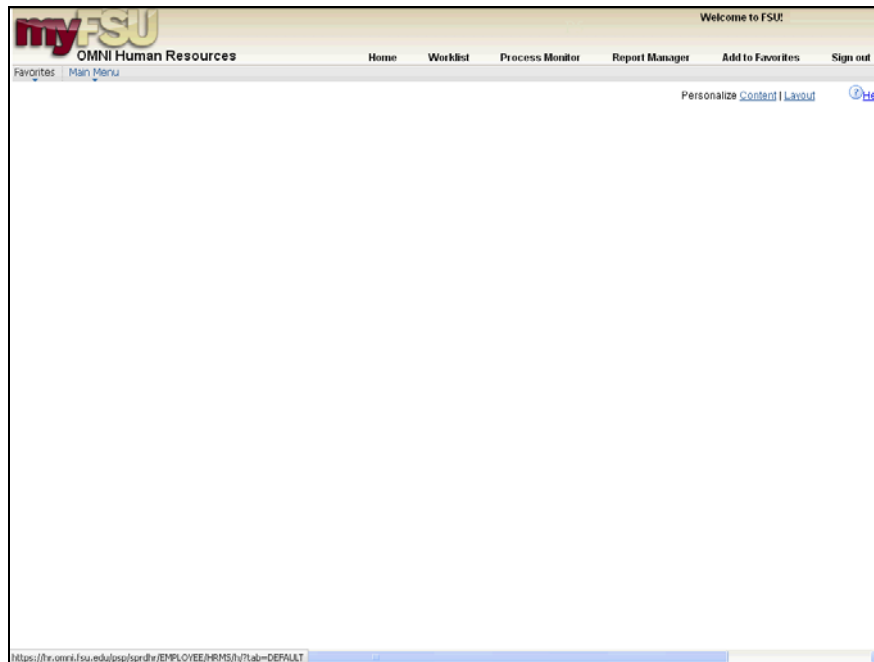
Procedure

Scenario:

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

Key Information:

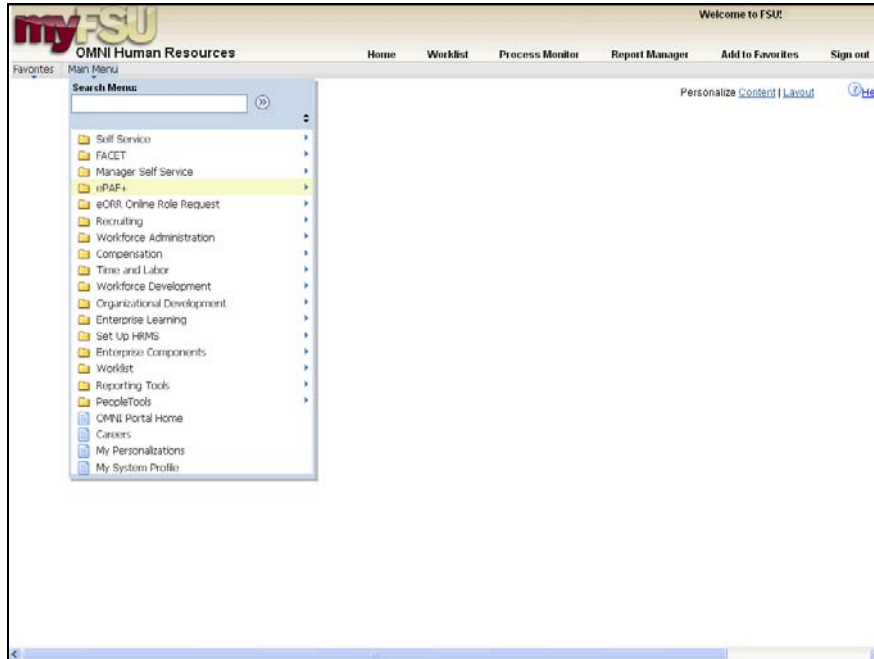
Position Number (**NOTE:** A position must be vacant before it can be inactivated.)




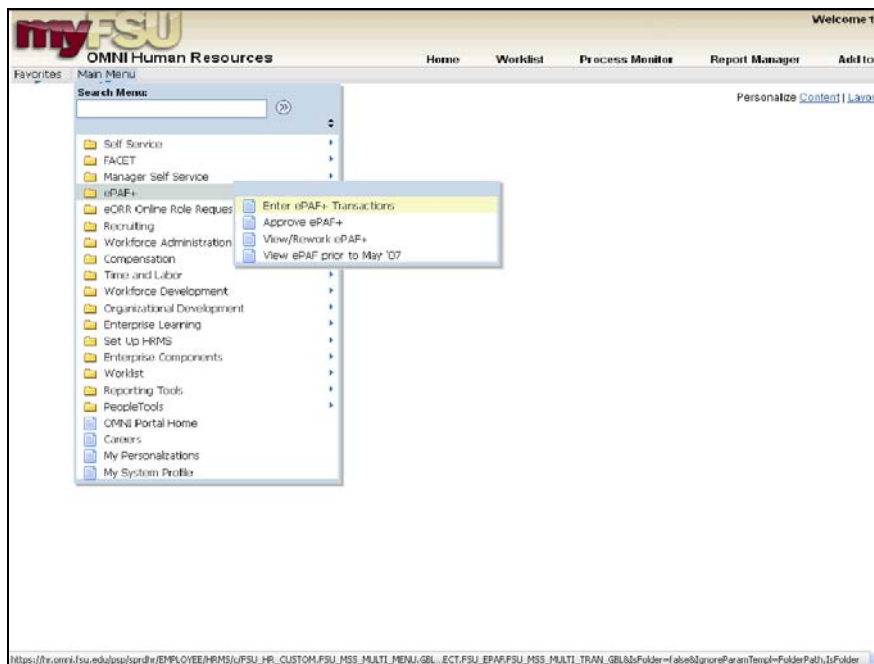
Step	Action
1.	Click in the Main Menu field. Main Menu

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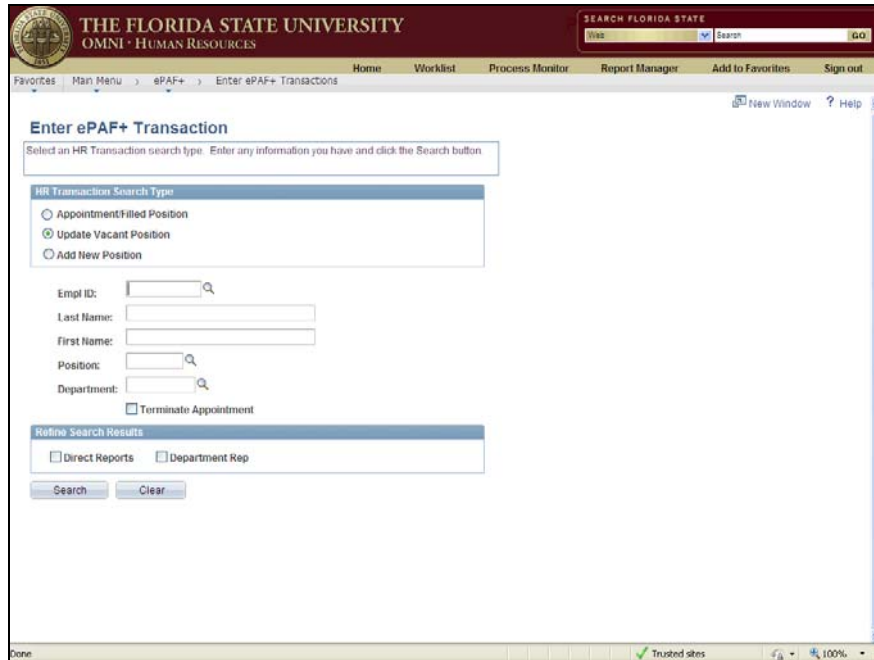
Step	Action
2.	Click in the ePAF+ field. 

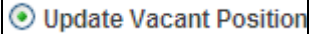


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Step	Action
3.	Click the Enter ePAF+ Transactions menu. 



Step	Action
4.	Click the Update Vacant Position option to search for a vacant position. 

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The screenshot shows the 'Enter ePAF+ Transaction' page. The 'HR Transaction Search Type' section has three radio buttons: 'Appointment/Filled Position', 'Update Vacant Position' (which is selected), and 'Add New Position'. Below this are input fields for 'Empl ID:', 'Last Name:', 'First Name:', 'Position:', and 'Department:'. The 'Position' field is currently empty. At the bottom, there are 'Search' and 'Clear' buttons.

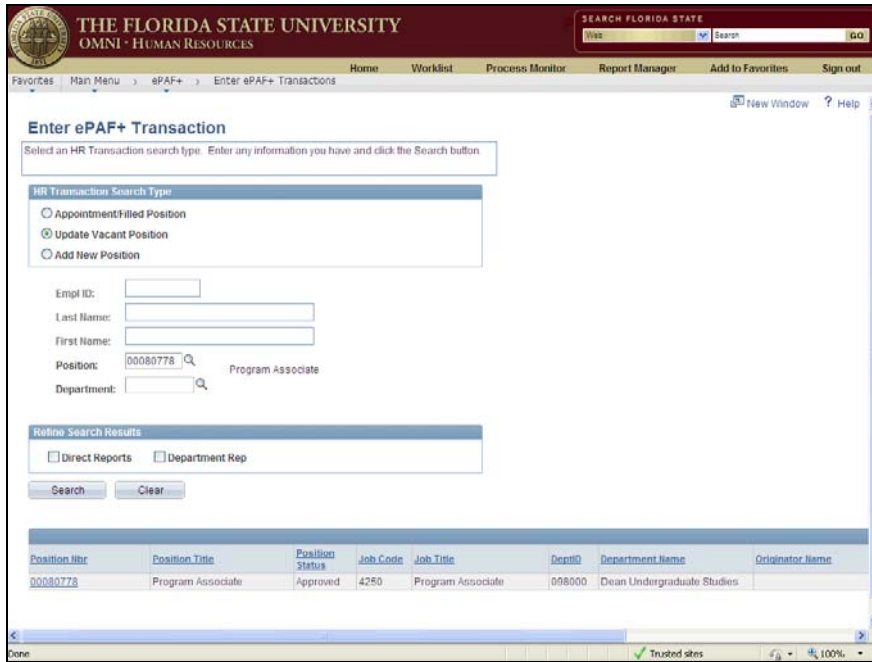
Step	Action
5.	Enter the vacant position number into the Position field. For the purpose of this example, enter "00080778".

This screenshot is identical to the one above, but the 'Position' field now contains the text '00080778'. The 'Update Vacant Position' radio button remains selected.

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Step	Action
6.	Click the Search button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Search</div>



Step	Action
7.	Click the desired Position Nbr link. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">00080778</div>

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Transaction Effective Date

Enter transaction Effective Date. Current information section will reflect data as of this date. The date may be changed prior to submission and while working in Draft mode, though changes will reset data previously entered into the form. The Effective Date cannot be changed if the ePAF+ is pushed back.

*Requested Transaction Date:

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 ".

Transaction Effective Date

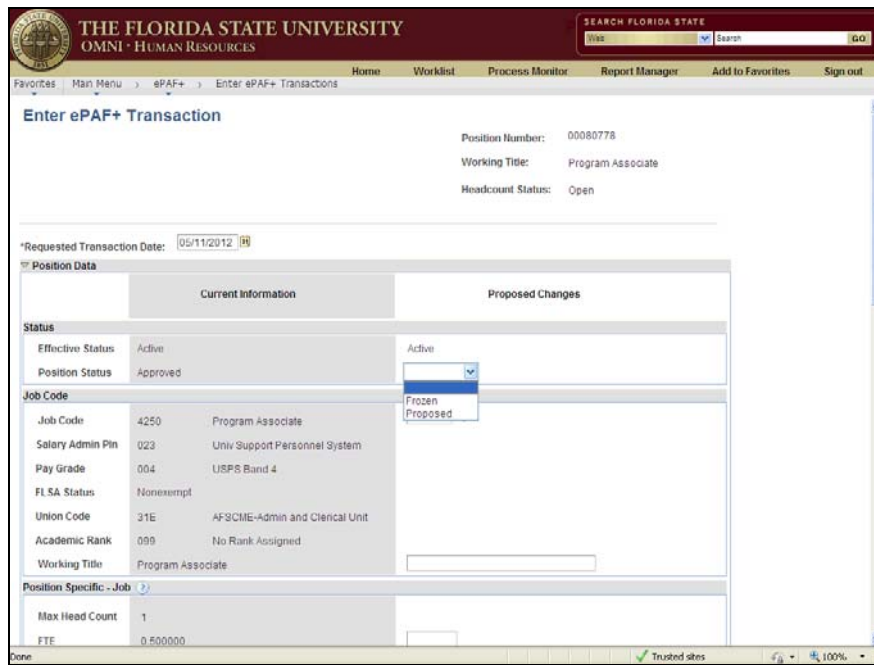
Enter transaction Effective Date. Current information section will reflect data as of this date. The date may be changed prior to submission and while working in Draft mode, though changes will reset data previously entered into the form. The Effective Date cannot be changed if the ePAF+ is pushed back.

*Requested Transaction Date:

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Step	Action
9.	Click the Submit button. <div style="border: 1px dashed gray; padding: 2px; display: inline-block;">Submit</div>



Step	Action
10.	From the drop down menu, change the position status to frozen (inactive = frozen). <div style="border: 1px solid gray; padding: 2px; display: inline-block;">Frozen</div>

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SEARCH FLORIDA STATE
Web Search GO

Home Worklist Process Monitor Report Manager Add to Favorites Sign out

Favorites Main Menu ePAF+ Enter ePAF+ Transactions

Position Description
Profile ID 133073 Position Profile Data

Originator's Information
Name Amber Cochrane Telephone [empty]
Email ID ps_invalid_email@admin.fsu.edu

Additional Approver (Required)
*VP Approver [empty]

Pre-Manager Approver (Optional)
Pre-Manager Approver [empty]

*Originator Comments [empty]

Submit Return to Transaction Search / Action Page

Approval Signatures

Step	Action
11.	Enter the appropriate VP approver into the VP Approver field. For the purpose of this example, enter " TFULCHER ".

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SEARCH FLORIDA STATE
Web Search GO

Home Worklist Process Monitor Report Manager Add to Favorites Sign out

Favorites Main Menu ePAF+ Enter ePAF+ Transactions

Position Description
Profile ID 130298 Position Profile Data

Originator's Information
Name Jonna Allen Telephone 850/844-4288
Email ID ps_invalid_email@admin.fsu.edu

Additional Approver (Required)
*VP Approver TFULCHER Terry Fulcher

Pre-Manager Approver (Optional)
Pre-Manager Approver [empty]

*Originator Comments [empty]

Submit Return to Transaction Search / Action Page

Approval Signatures

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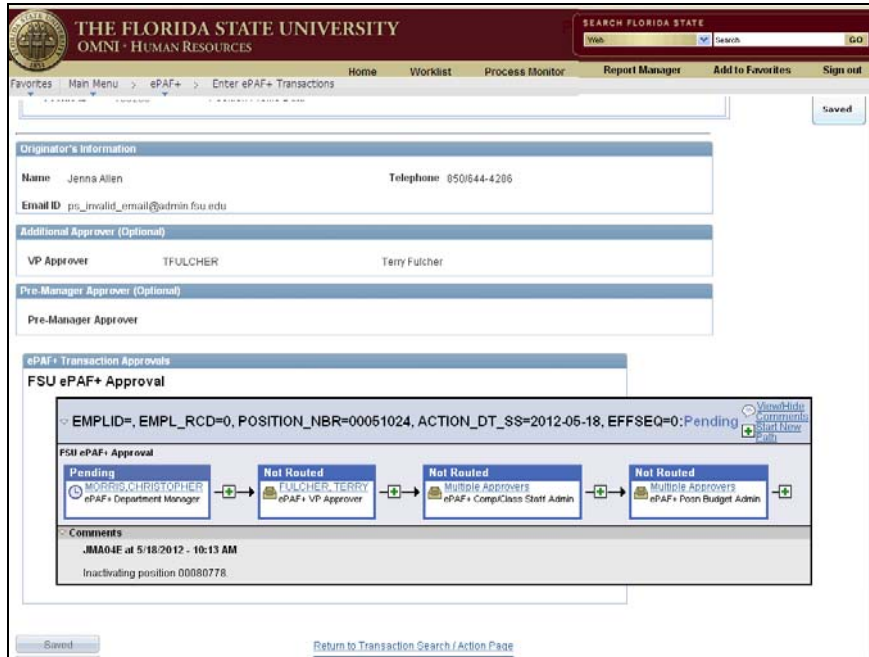
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Step	Action
12.	<p>Comments are required by the originator. Any information an approver may need to know prior to approving the ePAF+ should be entered into the Comments field.</p> <p>For the purpose of this example, enter "Inactivating position 00080778.".</p>

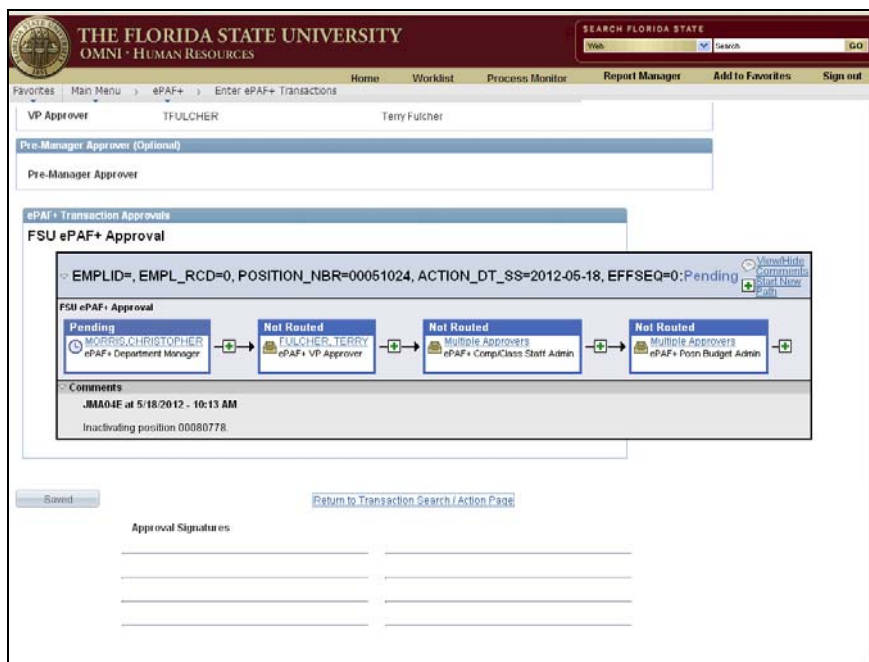
Step	Action
13.	<p>Click the Submit button.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin: 5px;">Submit</div>

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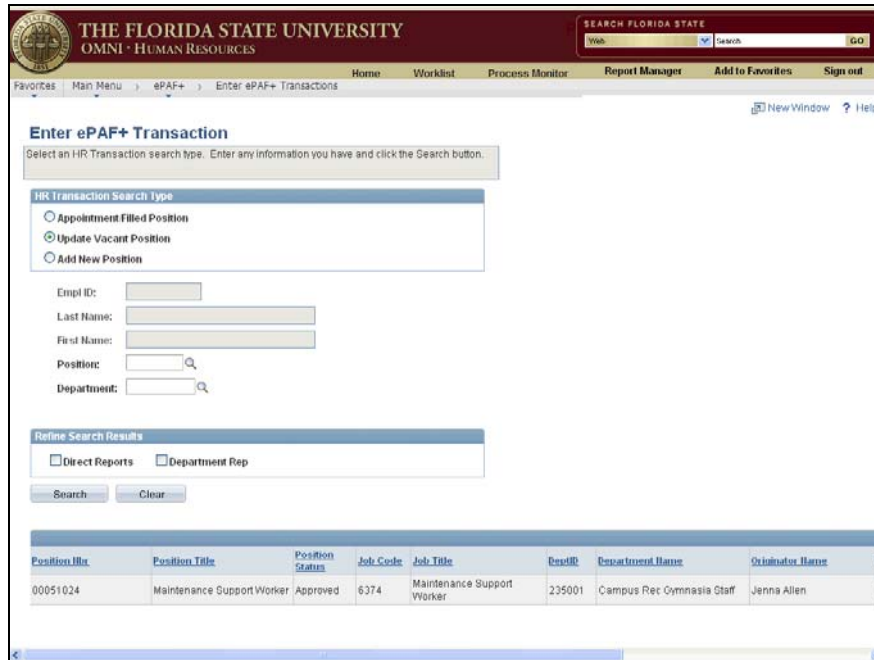
Step	Action
14.	Review Approval Routing here. To insert an approver, select the "+" at the desired step. The inserted approver must have appropriate approval authority.



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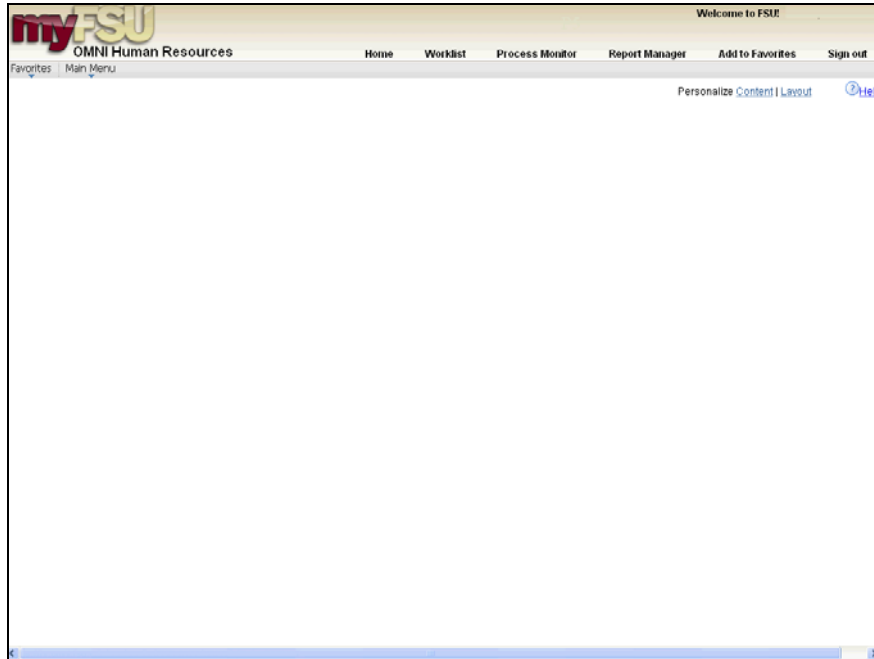
Step	Action
15.	Click the Return to Transaction Search / Action Page link. Return to Transaction Search / Action Page



Step	Action
16.	Click the Home link. Home

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Step	Action
17.	Congratulations! You have completed this topic. End of Procedure.