



Abolishing / Inactivating a Position

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.

Key Information:

Position Number

Step	Action
1.	Go to https://my.fsu.edu and sign into OMNI HR with your FSUID and password. Select Department Administration from the drop down menu, then click the Employees and Positions tile. (Alternate Navigation: NavBar > Main Menu > ePAF+ > Enter ePAF+ Transaction)





Step	Action
2.	Ensure you are on the Enter ePAF+ Transaction screen.

Step	Action
3.	Select the appropriate HR Transaction Search Type . For the purpose of this activity, you will use the Update Vacant Position option.
4.	Enter the position number into the Position field, then click the Search button and select the desired position number from results.

Position Nbr	Position Title	Position Status	Job Code	Job Title	Dept	Department Name	Originator Name	Current Approval Status
00099999	Academic Advisor Level 1	Approved	9451	Academic Advisor	098000	Dean Undergraduate Studies		



Step	Action
5.	Check the transaction effective date. The requested transaction effective date defaults to the current date. Enter your desired transaction effective date or the first day of the next available payroll cycle into the Requested Transaction Date field. Click Submit .

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
6.	Click the drop down menu associated with Position Status and select Frozen (inactive = frozen).

Enter ePAF+ Transaction

Position Number: 00099999
Working Title: Academic Advisor Level 1
Headcount Status: Open

*Requested Transaction Date:

Position Data		Current Information	Proposed Changes
Status			
Effective Status	Active		Active
Position Status	Approved		<input type="text" value="Approved"/>
Job Code			
Job Code	9451 Academic Advisor		<input type="text" value="9451"/>
Salary Admin Pln	021 Administrative & Professional		
Pay Grade	004 A&P 4		
FLSA Status	Nonexempt		
Union Code	29N Fac_A&P No Established CBU		
Academic Rank			
Working Title	Academic Advisor Level 1		<input type="text"/>
Position Specific - Job			
Max Head Count	1		<input type="text"/>
FTE	1.000000		<input type="text"/>
Standard Hours	40.00		<input type="text"/>
Shift	Day/Standard		<input type="text"/>
Full/Part Time	Full-Time		<input type="text"/>



Step	Action
7.	Enter the appropriate VP Approver for your department in the VP Approver field.
8.	Comments are required by the originator. Indicate any information an approver may need to know prior to approving the ePAF+ into the Comments field. Describe the changes being made, as well as the reason and/or objective. For the purpose of this transaction, the comments are "Inactivating position 00099999."

Originator's Information

Name **Robert Renegade** Telephone:

Email ID **RRenegade@psinvalid.fsu.edu**

Additional Approver (Required)

*VP Approver

Pre-Manager Approver (Optional)

Pre-Manager Approver

ePAF+ Originator Comments

*Originator Comments

[Return to Transaction Search / Action Page](#)

Approval Signatures

Step	Action
9.	When all ePAF+ updates have been completed, click Submit to initiate the approval process.



Step	Action
10.	Review approval routing. To insert an approver, select the “+” at the desired step. <i>The inserted approver must have appropriate approval authority.</i>

ePAF+ Originator Comments

FSU ePAF+ Approval

EMPLID= , EMPL_RCD=0, POSITION_NBR= , ACTION_DT_SS=2018-06-25, EFFSEQ=0:Pending [View/Hide Comments](#)

FSU ePAF+ Approval

Pending

Multiple Approvers
ePAF+ Comp/Class Staff Admin

Not Routed

ePAF+ Department Manager

Not Routed

Chief Osceola
ePAF+ VP Approver

Not Routed

Multiple Approvers
ePAF+ Comp/Class Staff Admin

Comments

Robert Renegade at 06/22/18 - 9:35 AM
Inactivating position 00099999.

Saved Save as Draft [Return to Transaction Search / Action Page](#)

Congratulations!
You have completed this topic.

Questions on this procedure? Contact your [assigned Compensation Analyst](#).