Closing a Position Lesson

1.	Click the **NIS State of Nebraska** link. NIS State of Nebraska
2.	Click the **Human Resources/Payroll - Agencies** link. Human Resources/Payroll - Agencies
3.	Click the **Position Control** link. Position Control
4.	Click the **Enter/Revise Position Budgets** link. Enter/Revise Position Budgets
5.	Enter the Fiscal Year in the **Fiscal Year** field.
6.	Enter the Position ID into the **Position ID** field in the QBE line.
7.	Click the **Find** button.
8.	Choose the position you wish to close by clicking the checkbox to the left of the row.
9.	Click the **Select** button.
10.	Enter the date the position will close into the **Thru Date** field.
11.	Click the **Visual Assist** button.
12.	Click the "**C**" option. **Note**: Once the Budget Status is changed to a "**C**" the position will not be created in the subsequent Fiscal Year.
13.	Click the **Select** button.
14.	Click in the **Position Status** field. A
15.	Click the **Visual Assist** button.
16.	Click the "**E**" option.
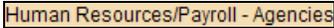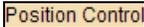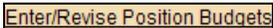
17.	Click the **Select** button. ✔
18.	Click the **OK** button. 💾
19.	Click the **Close** button. ❌
20.	To purge a position enter a "**1**" in the **Security Business Field** after initially bringing up the position record. You do not need to complete any of the other steps. Then click **OK** and **Close**. **WARNING**: If you change the **Security Business Field** to a "**1**" make sure the **Budget Status Code** is a "**C**". **Note**: Purging a position will not only eliminate the position but also will erase all history related to the position. It is your responsibility to ensure you are in compliance with State Data Retention Regulations.
21.	You have successfully completed this lesson. **End of Procedure.**