

Closing a Position
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NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: <http://www.das.state.ne.us/>.

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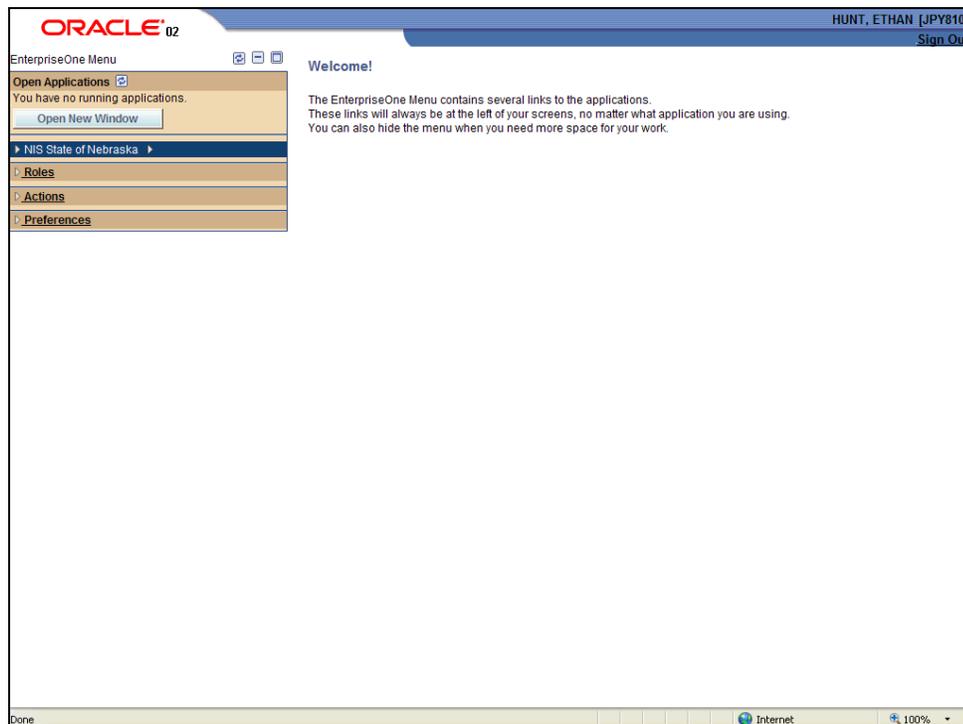
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Closing a Position

Closing a Position Lesson

Procedure

In this lesson you will learn how to close a position.

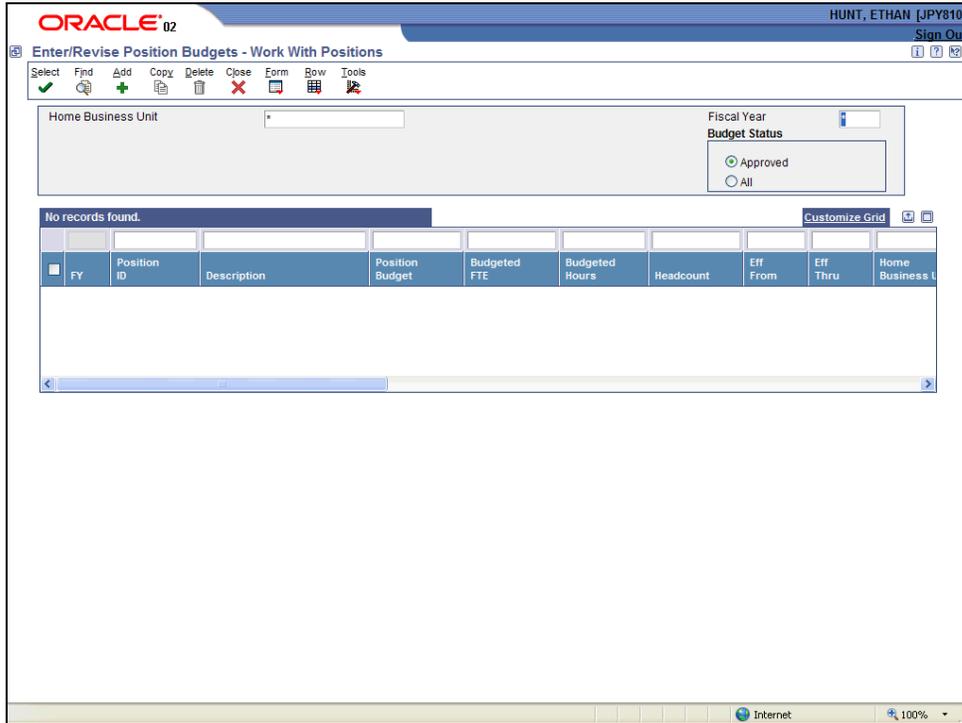


Step	Action
1.	Click the NIS State of Nebraska link. NIS State of Nebraska
2.	Click the Human Resources/Payroll - Agencies link. Human Resources/Payroll - Agencies
3.	Click the Position Control link. Position Control

Training Guide

Closing a Position

Step	Action
4.	Click the Enter/Revise Position Budgets link. Enter/Revise Position Budgets



Step	Action
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. <input type="checkbox"/>
9.	Click the Select button. 

ORACLE 02 HUNT, ETHAN [JPY810] Sign Out

Enter/Revise Position Budgets - Position Master Detail

OK Cancel Tools

Home Business Unit * 65025009 N/S Fiscal Year 08

Position ID * 06512345 Description * IT APPLICATIONS DEVELOPER

Security Business Unit S650170000 DAS-NEBRASKA INFOR.SYSTEMS

Effective From Date Thru Date

Budget Status A Budget Status Date 04/22/2009

Position Status A Position Status Date 04/22/2009

Job Code A07011 IT Applications Developer

Recruiting Status

Position Budget Amount 35,000 Effective Budget Amount 35,000

Budgeted FTE 1.00 Effective Budget FTE 1.00

Budgeted Hours 2,080 Effective Budget Hours 2,080

Headcount 1 Headcount 1

Business Unit - Parent

Parent Position ID

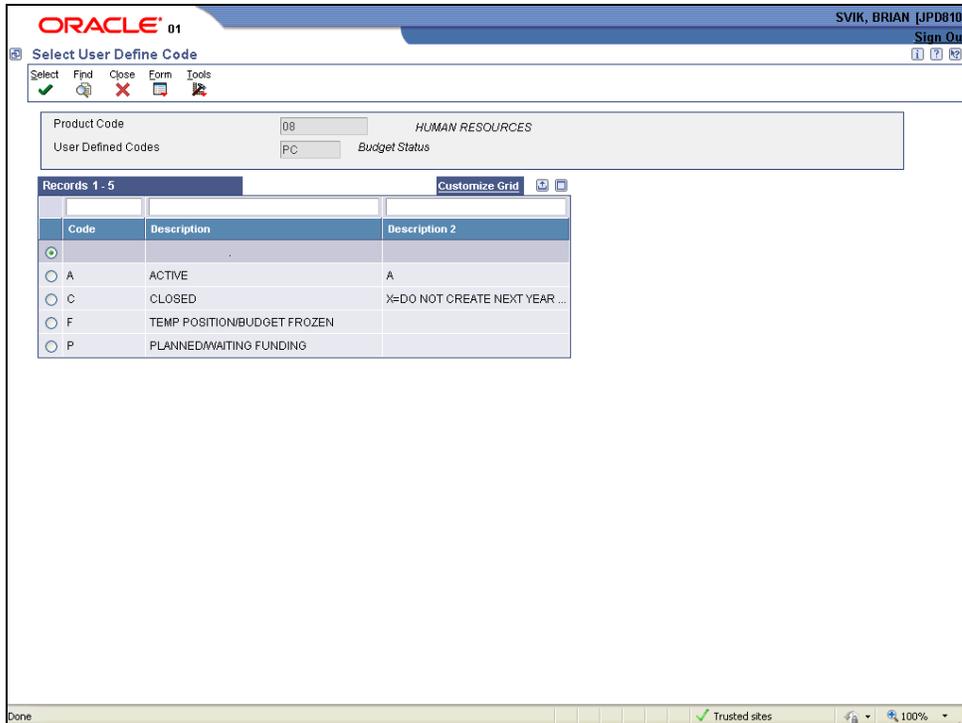
Division Section Unit

City/Facility Funding

Step	Action
10.	Enter the date the position will close into the Thru Date field.
11.	Click in the Budget Status field. Click the Visual Assist button. 

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Step	Action
12.	<p>Click the "C" option.</p> <p>Note: Once the Budget Status is changed to a "C" the position will not be created in the subsequent Fiscal Year.</p> <input type="radio"/>
13.	<p>Click the Select button.</p> <input checked="" type="checkbox"/>

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Enter/Revise Position Budgets - Position Master Detail

OK Cancel Tools

Home Business Unit * 65025009 N/S Fiscal Year 08

Position ID * 06512345 Description * IT APPLICATIONS DEVELOPER

Security Business Unit S650170000 DAS-NEBRASKA INFOR.SYSTEMS

Effective From Date Thru Date 05/29/2009

Budget Status A Budget Status Date 04/22/2009

Position Status Position Status Date 04/22/2009

Job Code A07011 IT Applications Developer

Recruiting Status

Position Budget Amount 35,000 Effective Budget Amount 31,932

Budgeted FTE 1.00 Effective Budget FTE .91

Budgeted Hours 2,080 Effective Budget Hours 1,898

Headcount 1 Headcount 1

Business Unit - Parent

Parent Position ID

Division Section Unit

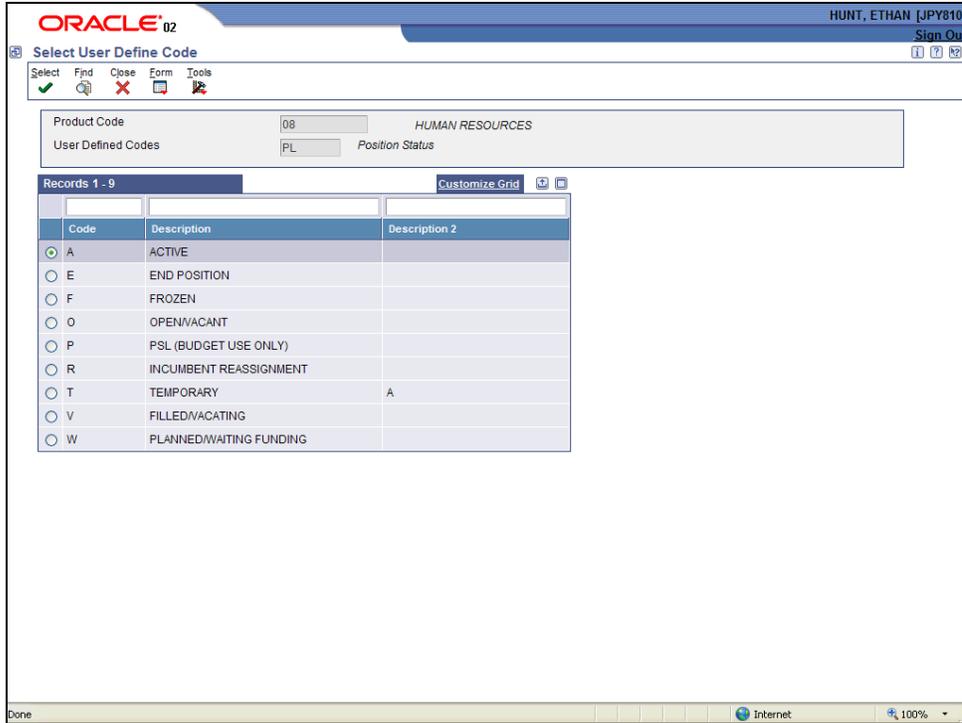
City/Facility Funding

Done Internet 100%

Step	Action
14.	Click in the Position Status field. <input type="text" value="A"/>
15.	Click the Visual Assist button. <input type="button" value="Visual Assist"/>

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Step	Action
16.	Click the "E" option. <input type="radio"/>
17.	Click the Select button. <input checked="" type="checkbox"/>

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Enter/Revise Position Budgets - Position Master Detail

OK Cancel Tools

Home Business Unit * 65025009 N/S Fiscal Year 08

Position ID * 06512345 Description * IT APPLICATIONS DEVELOPER

Security Business Unit S650170000 DAS-NEBRASKA INFOR.SYSTEMS

Effective From Date Thru Date 05/29/2009

Budget Status C Budget Status Date 04/22/2009

Position Status Position Status Date 04/22/2009

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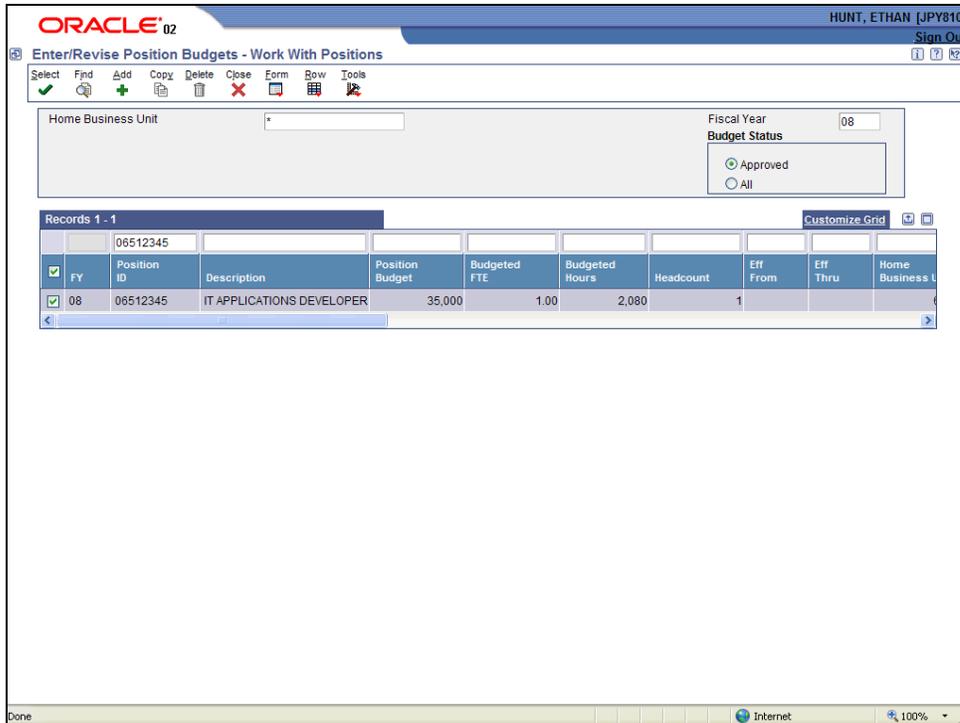
City/Facility Funding

Done Internet 100%

Step	Action
18.	Click the OK button. 

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Step	Action
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.