

Closing a Position

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SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. 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.

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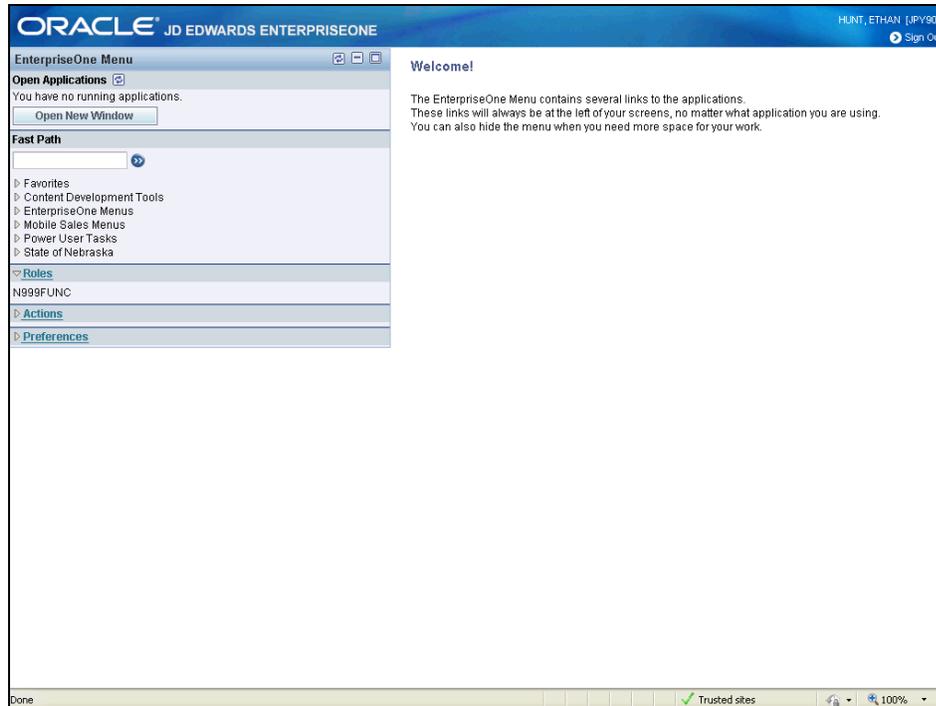
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Closing a Position

Closing a Position Lesson

Procedure

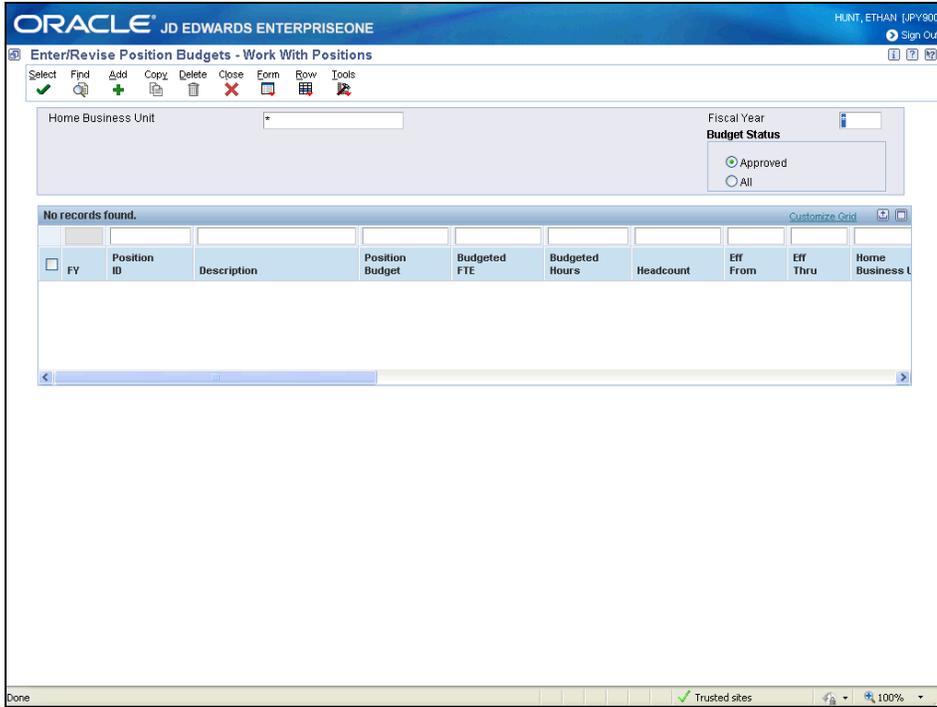
In this lesson you will learn how to close a position.



Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Human Resources link. Human Resources
3.	Click the Position Control link. Position Control
4.	Click the Enter/Revise Position Budgets link. Enter/Revise Position Budgets

Training Guide

Closing a Position

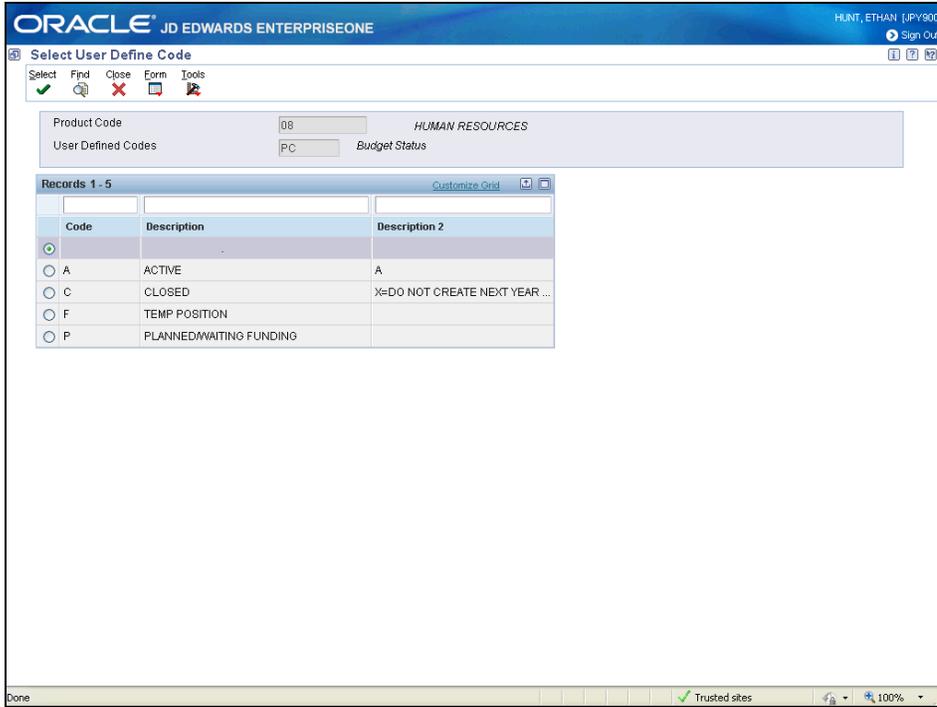


Step	Action
5.	Enter the Fiscal Year in the Fiscal Year field.
6.	Enter the Position ID into the Position ID field in the QBE line.
7.	Click the Find button. 
8.	Choose the position you wish to close by clicking the checkbox to the left of the row. 
9.	Click the Select button. 

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. 

Training Guide

Closing a Position



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> 
13.	<p>Click the Select button.</p> 

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN [JPY900] Sign Out

Enter/Revise Position Budgets - Position Master Detail

OK Cancel Tools

Home Business Unit * 65025009 NIS Fiscal Year 09

Position ID * 06512345 Description * IT APPL DEVELOPER

Security Business Unit S650170000 DAS-NEBRASKA INFOR.SYSTEMS

Effective From Date Thru Date 06/30/2010

Budget Status A Budget Status Date 06/18/2010

Position Status Position Status Date 06/18/2010

Job Code A07011 IT APPL 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

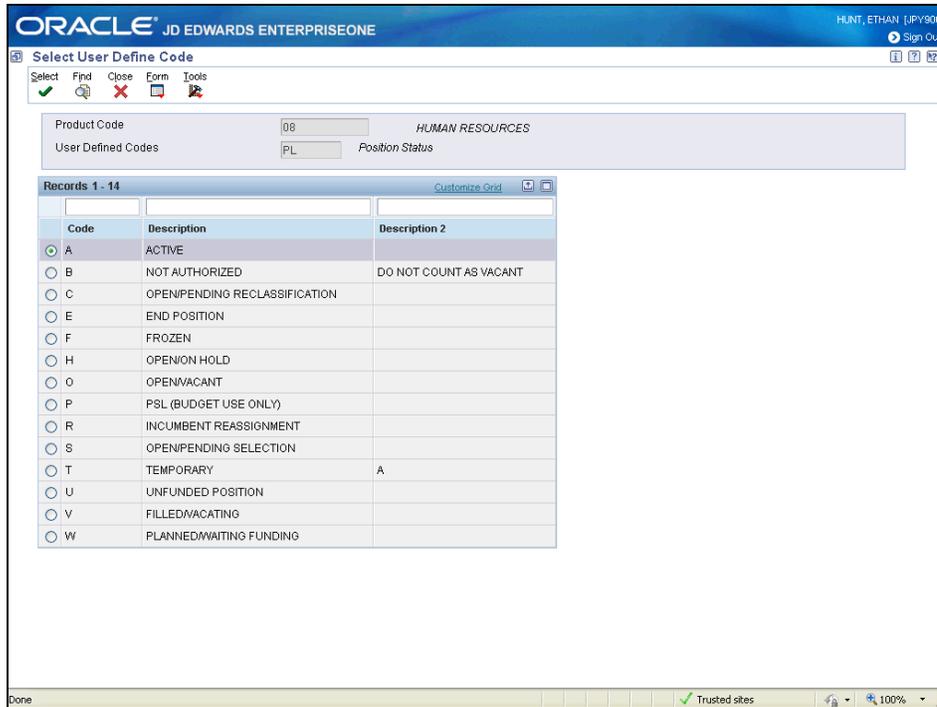
City/Facility Funding

Done Trusted sites 100%

Step	Action
14.	Click in the Position Status field. 
15.	Click the Visual Assist button. 

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Closing a Position



Step	Action
16.	Click the "E" option. 
17.	Click the Select button. 

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN [JPY900] Sign Out

Enter/Revise Position Budgets - Position Master Detail

OK Cancel Tools

Home Business Unit * 65025009 NIS Fiscal Year 09

Position ID * 06512345 Description * IT APPL DEVELOPER

Security Business Unit S650170000 DAS-NEBRASKA INFOR.SYSTEMS

Effective From Date Thru Date 06/30/2010

Budget Status C Budget Status Date 06/18/2010

Position Status Position Status Date 06/18/2010

Job Code A07011 IT APPL DEVELOPER

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

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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

Done Trusted sites 100%

Step	Action
18.	Click the OK button. 

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN [JPY900] Sign Out

Enter/Revise Position Budgets - Work With Positions

Select Find Add Copy Delete Close Form Row Tools

Home Business Unit Fiscal Year 09

Budget Status

Approved

All

Records 1 - 1 Customize Grid

FY	Position ID	Description	Position Budget	Budgeted FTE	Budgeted Hours	Headcount	Eff From	Eff Thru	Home Business Unit
09	06512345	IT APPL DEVELOPER	35,000	1.00	2,080	1			

Done Trusted sites 100%

Training Guide

Closing a Position



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.