

Closing a Position

Overview

This work instruction shows how to close a position.

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/>.

Navigation

Click Roles, HR_PR .
(Citrix users – right click on the menu, choose View by Role, choose HR_PR.)

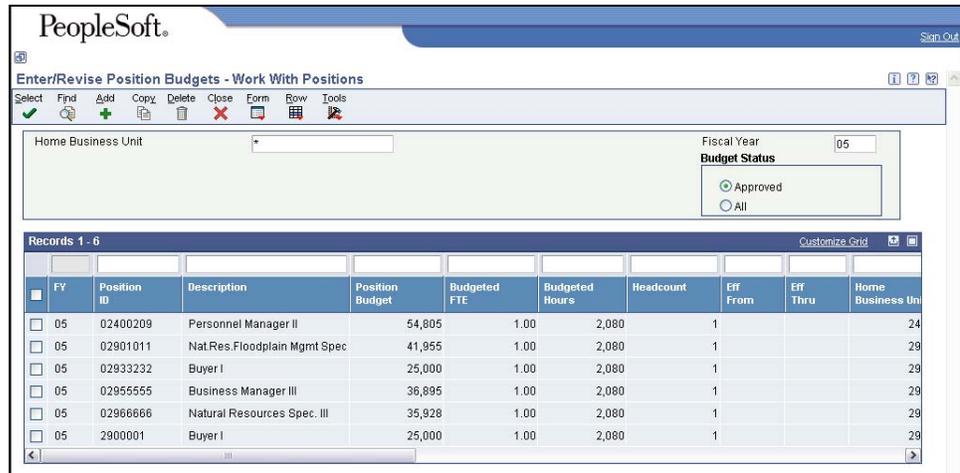
Human Resources and Payroll – State Accounting > Position Control > Enter/Revise Position Budgets

Steps

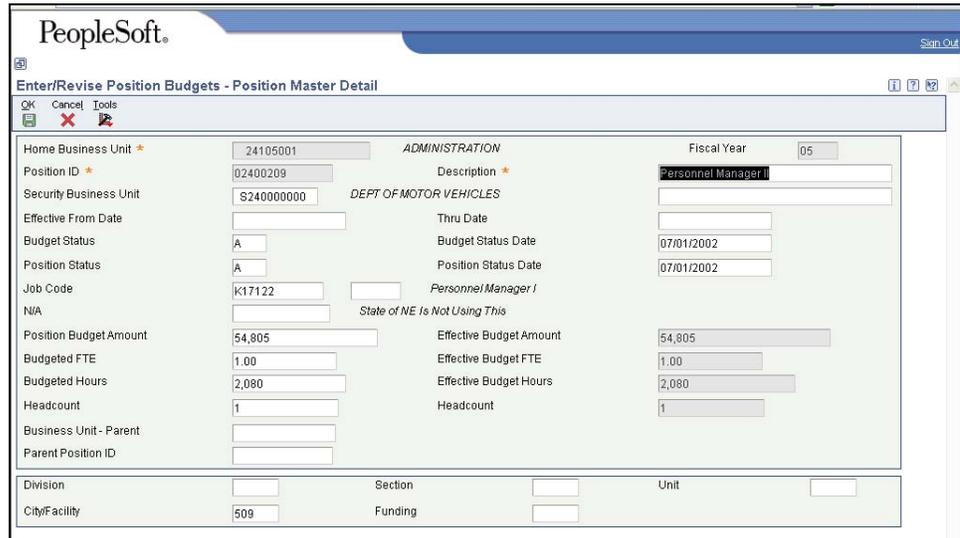
Start this instruction from the Work with Positions window.



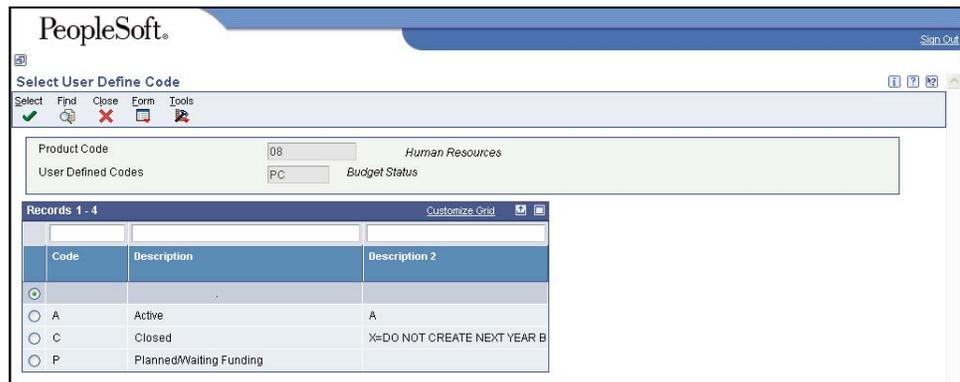
1. Enter the Fiscal Year in the upper right corner of the Header.
2. Enter the Position ID in the QBE Line.
3. Click **Find**.



- Choose the Position to close by placing a checkmark to the left of the row.
- Click **Select**. The Position Master Detail window appears.



- Enter the date the position will close in the Thru Date field.
- Click into the Budget Status field and click the Visual Assist. The Select User Define Code window appears.



8. Choose "C" (Closed X= Do Not Create Next Budget).
9. Click **Select** to return to the Position Master Detail window.

10. Click the Visual Assist on the Position Status field. The Select User Define Code window appears.

Code	Description	Description 2
<input checked="" type="radio"/>	.	
<input type="radio"/> A	Active	
<input type="radio"/> E	End Position	
<input type="radio"/> F	Frozen	
<input type="radio"/> O	Open/Vacant	
<input type="radio"/> P	PSL (Budget use only)	
<input type="radio"/> T	Temporary	A
<input type="radio"/> W	Planned/Waiting Funding	

11. Choose "E" (End Position).
12. Click **Select** to return to the Position Master Detail window.
13. Click **OK**.
14. Click **Close**.

To purge a position enter a "1" in the **Security Business Field** after step 5. Then click **OK** and **Close**.

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.