

## INACTIVATE POSITION

*Request is to delete a position without eliminating the position's history.*

### POSITION INFORMATION TAB - HEADER SECTION

1. **Requested Action:** Inactivate Position
2. **Type of Position:** Non-exempt Staff  
Exempt Staff
3. **Benefits-Eligibility:** Benefits Eligible
4. **Staff Replacement:** Check "No"
5. **Position #:** Enter Applicable Position #

### SECTION 1 - DEPARTMENT AND CONTACT INFORMATION

*The Campus, Division, Department and Location associated with the position will populate from PeopleSoft HRMS.*

6. **Department Contact:** Employee ID of individual in department to contact regarding position; defaults to the preparer
7. **Phone:** Contact Phone populates from PS
8. **E-mail Address:** Contact E-mail Address populates from PS

### SECTION 2 - POSITION INFORMATION

*The Current, or most recent, Incumbent's Name and EMPL ID; the Current Title, Job Code, Salary Plan, Salary Grade, FTE and Head Count associated with the position, Annual Salary of the previous/current incumbent, and previous position effective date will populate from PeopleSoft HRMS.*

9. **Proposed:**
10. **Effective Date:** Requested Date to Inactivate Position

### HUMAN RESOURCES USE ONLY

Human Resources verifies the position information and approvals, signs the Position Request and inactivates the position in PeopleSoft HRMS.

### SECTION 2 - POSITION INFORMATION (CONTINUED)

11. **Remarks:** Describe the requested action and provide additional information as necessary.

**BUDGET AND FUNDING INFO TAB**

**SECTION 3 – POSITION BUDGET AND FUNDING INFORMATION**

(Instructions for this Section to be provided by the Budget Office)

**SECTION 4 – SIGNATURES AND APPROVALS**

12. **Approvals Required:** Preparer  
(According to Action Requested) Department Business Administrator  
College/Division Business Administrator  
Dean/Director/PI  
Assoc/Asst Vice President  
Vice President  
Provost

The Position Request must have all appropriate approvals *before* it is submitted to Human Resources. Documents lacking appropriate approvals will be re-routed to the necessary parties *before* any action is taken on the position.

**SECTION 5 – JOB POSTING DATA**

(For Human Resources use only)