



Close Position

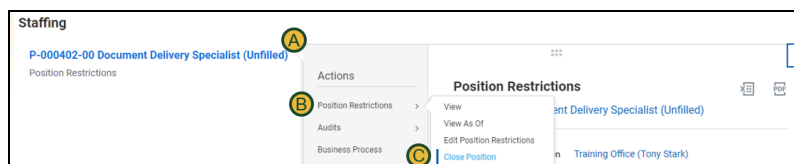
Overview

This job aid outlines the process of closing a currently unfilled position in Workday. **Be aware that closing a position is permanent and cannot be undone.** Contact HR if you are unsure if you should close the position.

Close Position

Security Role(s): Budget Manager, HCM Initiator, HR Administrator, HR Partner, Manager, Top Level Managers Approver

1. Search for the number of the unfilled position (or name) in the Workday Search. *NOTE: Because this isn't a filled position, your results may first show No Results. Use the More Categories field to expand your search categories.*
 - a. Related Actions
 - b. Position Restrictions
 - c. Close Position



2. Confirm the details. It is required to enter a **Close Date**. You will see the Position Details at the bottom of the screen to verify you have the correct position. *NOTE: Closing a Position is permanent and cannot be undone.* Select **Submit**.

Close Position

Please be aware that closing a Position is permanent and cannot be undone.

Position Group P-000402-00 Document Delivery Specialist (Unfilled)

Organization Training Office (Tony Stark)

Close Reason

Close Date * MM/DD/YYYY

Remaining Processes

1. Approval from the Budget Reviewer.
2. Approval from the Budget Manager.
3. Approval from the Business and Finance Executive.