Close Position

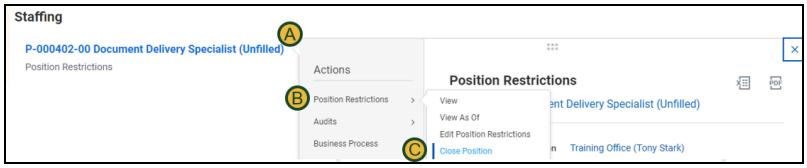
Overview

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.

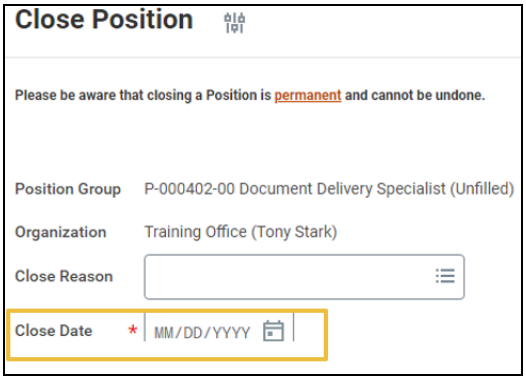
Close Position

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.**



Remaining Processes

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