Inactivate Position

The steps below demonstrate how to **Inactivate a Position.**

Step 1: **Enter the Effective Date for the position to be inactivated.** **NOTE:** You must enter the Effective Date **before** you select any action. The Effective Date will become display-only after the action is selected. Step 2: **Select the Inactivate Position action.** **NOTE:** You cannot edit the row after selecting Inactivate Position. Step 3: **Click OK to save the changes and return to the Staffing Summary page.**	
Step 4: **Note that the** △ **next to the row has changed to a** ▲, **indicating a change.** The vacancy status has changed from "Recruit" to "Inactivate" and the Total FTE is now blank. **NOTE:** Inactivated positions will be reflected immediately in your General Fund Balance and Title I balances at the top of the page.	
The action is complete!	You have now inactivated a position.