

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.

The screenshot shows the 'View/Change' interface for a position. At the top, it displays Department 6987 (Imagination), Location 110 (Imagination K-8), and Employee. Financial information includes Fiscal Year 2014, General Fund Balance 0.500, Title I Balance 0.090, and Title IC Balance 0.000. Below this is a table with columns: *Effective Date, Seq, Action, Name, Empl ID, Rcd #, Position #, Assignment Title, and Vacancy Status. Row 1 shows a 'Vacancy' with an effective date of 07/01/2013. Row 2 shows the selected position with an effective date of 07/01/2013 and an 'Inactivate Position' action. A dropdown menu is open, showing options: Fill Vacancy, Inactivate Position (selected), Location Change, and Modify Position. At the bottom, there are 'OK', 'Cancel', and 'Apply' buttons.

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 screenshot shows the 'Staffing Summary' page. At the top, it displays Department 6987 (Imagination), Location 110 (Imagination K-8), and Status Open. Financial information is updated: Fiscal Year 2014, General Fund Balance 1.500, Title I Balance 0.090, and Title IC Balance 0.000. Below this is a 'Filled Positions' section and a 'Vacant Positions' table. The table has columns: View/Change, Assignment Title, Vacancy Status, Total FTE, Effective Date, Position #, Name, Empl ID, Rcd #, Empl Status, and Notes. Row 8 is highlighted with a red circle, showing an 'Assistant Principal-K8' with an effective date of 07/01/2013 and an 'Inactivate' status. The 'Total FTE' column is now blank.

The action is complete!

You have now inactivated a position.