



Deleting an Unused Position

ADMINS receives requests to remove a position from an employee number created in error.

This may result from creating a new employee number, which requires assigning a position, and then realizing the employee has a number. Users want to use the new number for their next employee hire. The issue is that the **employee number retains the unused, unneeded, original position attached to the number in history.**

If the position has **neither current or historical timesheets nor any posted encumbrances**, the **Delete Employee Position** action will be available on selected tabs on the **Employee Maintenance** screen. From the menu, select:

HR ► Maintenance ► Employee Maintenance ► [Payroll]/[Salary]/[Deductions] Tabs

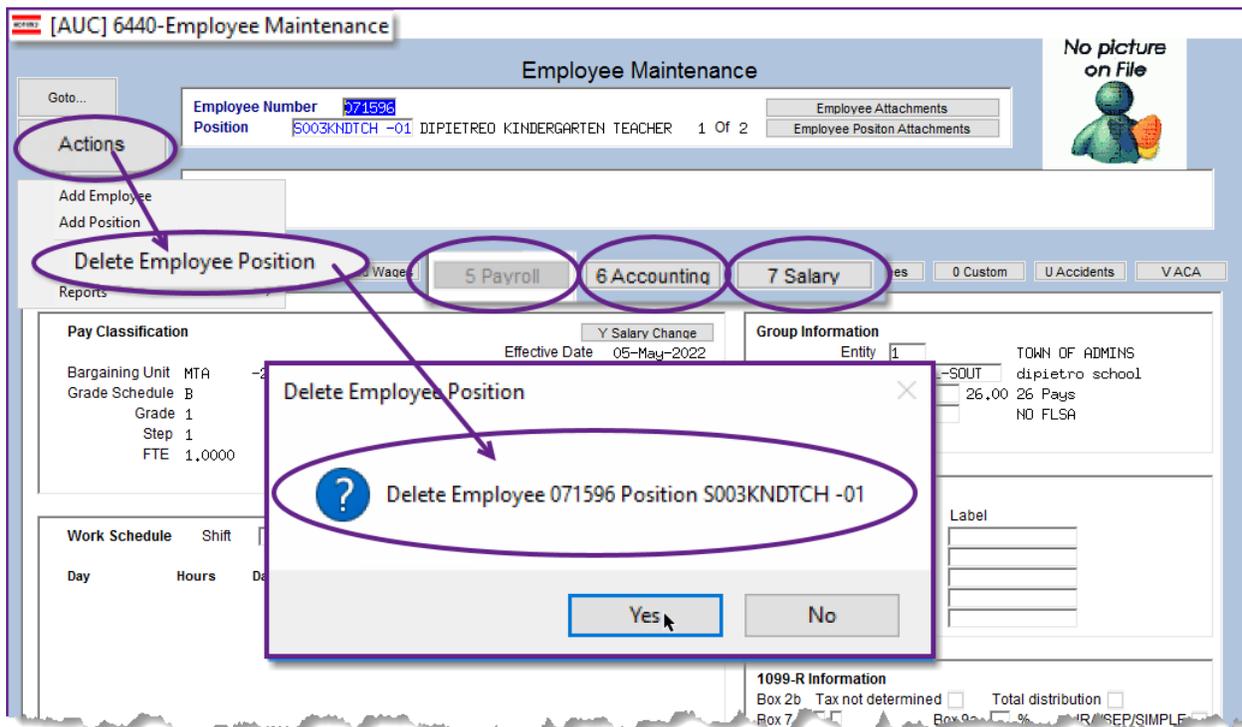


Figure 1 Click [Yes] to delete the unused position

Select the employee number with the position in error. In this example, Employee Number 71596 was created and assigned a position of S003KNDTCH -01, Kindergarten Teacher; then it was discovered that this employee already had an existing number.

The next employee hire could be a DPW clerk and leaving the position on the employee number is unnecessary and could cause confusion in the future.

To avoid confusion, there is now a “Delete Employee Position” process under the [Actions] button on the Payroll, Salary, and Deductions Tabs on the Employee Maintenance screen.

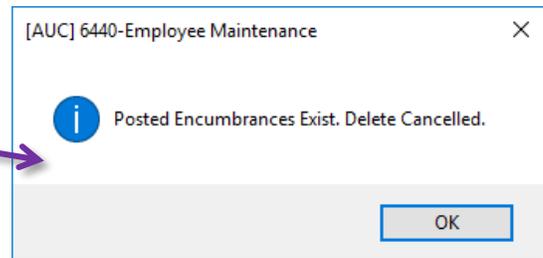


While the example is for a brand-new employee number, delete any position added in error to an existing employee as well.



You can delete a position if there are no current or historical timesheets, or any **posted encumbrances** associated with the position.

Some positions are encumbered as soon as they are created, meaning that a posted encumbrance is attached to the position. If so, this message will pop up:



If the only position assigned to an employee number is deleted, the system will display a confirmation message like this:

The employee number is permanently deleted, and it will not be available.

When next creating an employee, the next sequential number will be assigned; in this example, if employee number 071595 is deleted, it is permanent, and the next time the **[Add Employee]** button is used to create a new employee, number 071596 will be assigned.

