

## Quick Reference Guide - Org Management

### Completing a Delimit Position Form

#### About delimiting a position

**Delimit a position** when you want to remove a vacant position appearing within your Organizational (Org) Structure that you do not intend on recruiting for/ getting filled. This can be due to lack of funding, reduced headcount, or etc.

#### Notes

- It is best practice to delimit positions you are not using or have no plans to use...
- Delimiting unused positions from your Org structure makes it easier to have a clear picture of what your org structure looks like
- Delimiting positions also allows for reports to provide a more accurate look at positions University-wide
- **You cannot delimit a position currently held by an employee**

#### Looking up a position prior to delimiting it

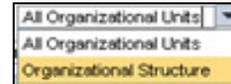
Before delimiting a position, check your Org Structure to obtain and confirm the Org Unit ID and specific Position ID you're going to delimit:

1. From the **BUworks Central portal**, click the **Manager Self-Service** or **Payroll Coordinator** tab.
2. Click the sub-tab of **Organization**.
3. Click the **Organizational Overview** - **Organizational Profile** link to obtain the org unit ID.

(Continued in the next column)

#### Looking up a position prior to delimiting it (cont.)

4. From the **Org Unit Selection** dropdown menu, select **Organizational Structure**.



5. Select the appropriate org structure and sub-unit from the list that the position falls under. For example:



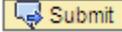
6. Refer to **Account Assignment Features** to review and mark down the existing, active positions for the Org Unit you selected that you plan to delimit, including the **Position ID**.
7. Click the **Close** button  to exit. **You're now ready to delimit the position.**

#### Accessing the Delimit Position form

1. From the BUworks Central portal, based upon your role, click the **Manager Self-Service** (or **Payroll Coordinator**) tab.
2. Click the sub-tab of **Organization**.
3. From **Organizational Management Actions** - click the link labeled **Delimit Position**. The form appears, as shown in the next column.

**You've successfully accessed the Delimit Position form!**

#### Completing a Delimit Position form

1. Enter the **Position ID** to be delimit.
2. **YOU MUST CLICK** the **Select Position** button. This confirms your selection and initially-blank fields below this button are auto-populated.
3. **Delimit Date**: Auto-populates to today's date, though it can be edited to a different date (reminder: it must be vacant to be deleted- no employee holding it). The form will show the date the position is scheduled to be vacated if you've tried delimiting while it's still occupied.
4. **Reason** – Via the drop-down menu, select the reason the position is being delimit.
5. **Comments** (optional) – Enter a brief, 1-2 sentence comment for the Workflow approval groups, as needed.
6. Click , then  to close the window.

**You've successfully submitted the Delimit Position form to Workflow for approval! Track approvals via your Request Tracker.**