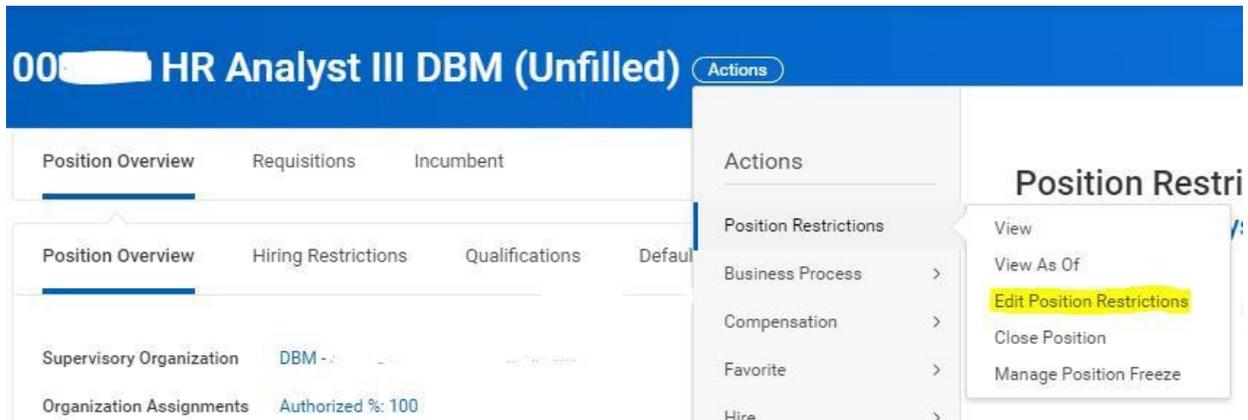


# Quick Guide: Reconsolidate a Split PIN

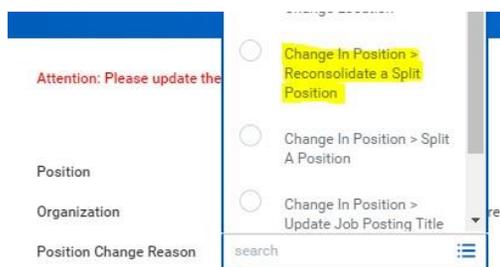
## Part 1: Complete Edit Position Restrictions Process on PIN to remain

- Needed to adjust Authorized% accordingly
- EPR: **Actions > Position Restrictions > Edit Position Restrictions > Change in Position > Reconsolidate a PIN**

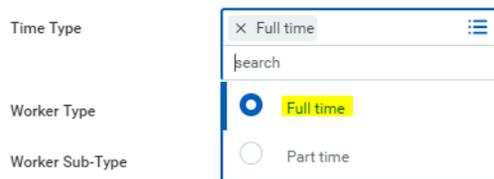


### Steps:

1. Select "Change in Position > Reconsolidate A Split Position" – Position Change Reason

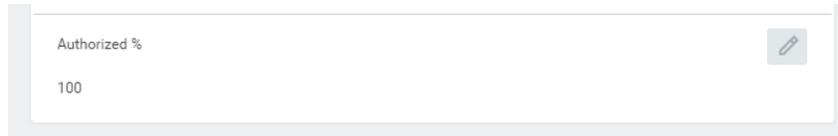


2. Earliest Hire Date = Effective date of the change
3. Change Time type to Full Time (If needed)



4. Hit Submit

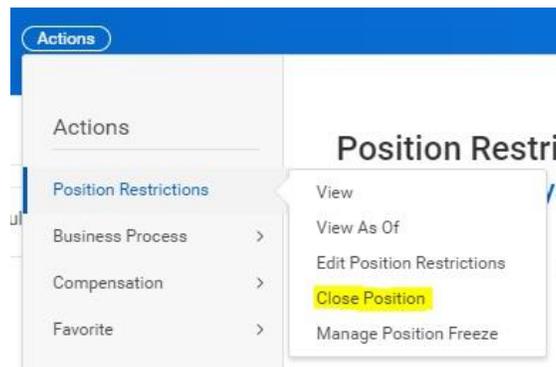
5. Open the “Change Organization Assignments” screen, scroll to Authorized% field and adjust per the reconsolidation details



6. Hit submit.

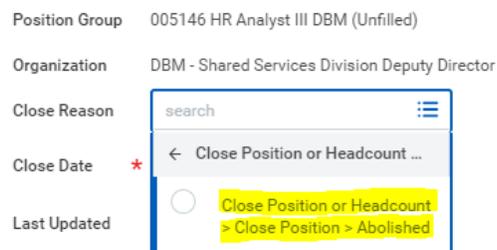
## **Part 2: Complete Edit Position Restrictions Process on PIN to close**

- EPR: Actions > Position Restrictions > Close Position



### **Steps:**

1. Select “Close Position > Abolished” – Close Reason



2. Enter effective date of the position close.

3. Leave a comment referencing PIN being reconsolidated for this position to close.

4. Hit Submit.

### **Part 3: Update FTE% on Employee (If current PIN is filled)**

- Needed if employee in the remaining PIN will increase their FTE% after the PIN is reconsolidated
- Job Change: **Actions > Job Change > Transfer, Promote or Change Job > Data Change > Change in FTE** (See Quick Guide for FTE changes)

