



STATEWIDE PERSONNEL
— S Y S T E M —

Close a Position

March 2020



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Close a Position Business Process

Business Process Overview

The Close Position business process is use to permanently stop all HR Personnel transactions to an unfilled position. The process is listed in the table below.

Process Steps	Role	Description
Initiate the Close a Position Process	HR Coordinator	Enter the details to close a position. (NOTE: close a position is a permanent transaction).
Agency Approval	HR Partner	Agency HR Director approval.
	Appointing Authority Partner	Agency Appointing Authority approval
Budget Approval	Budget and Finance Partner *	Agency budget approval for abolished positions.
	Budget Administrator *	DBM Office of Budget and Analysis approval for abolished positions.

NOTE: Approval routing is based on the reason selected when initiating the business process.

Events and Reasons

The table below includes reasons for the Close Position business process.

Event	Reason
Close a Position	Close Position or Headcount >Close Position>Close Position>Abolished
	Close Position or Headcount >Close Position >Temporary Worker

Before you begin...

You will need the following information to complete the Close a Position process:

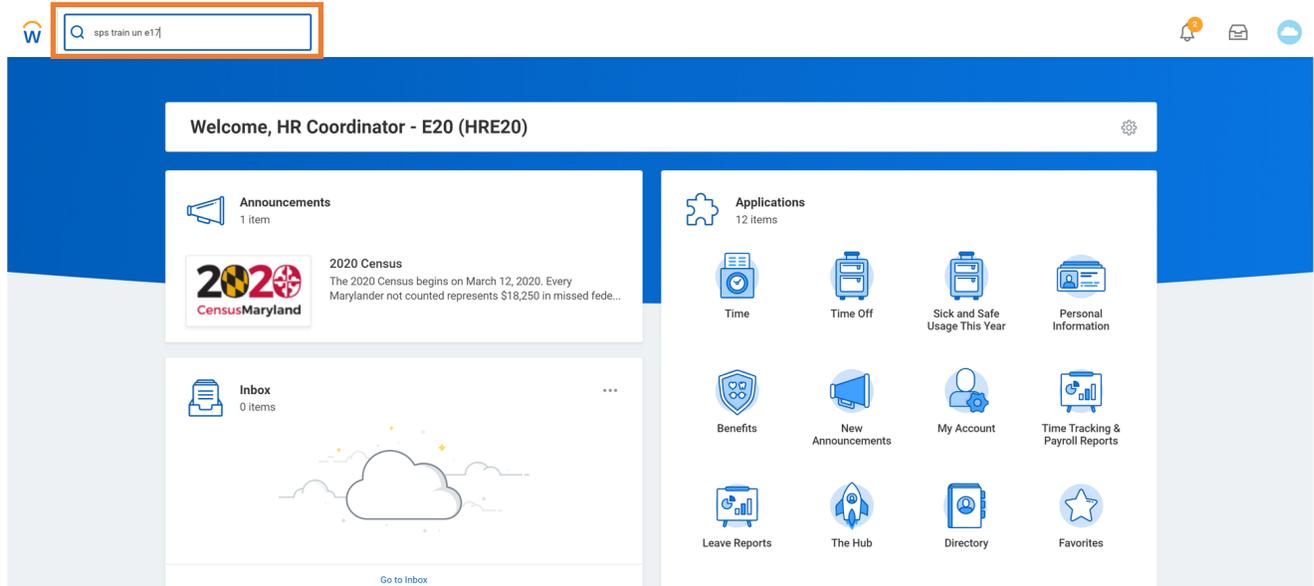
- Position number or Title
- Close Reason
- Close Date

Close a Position

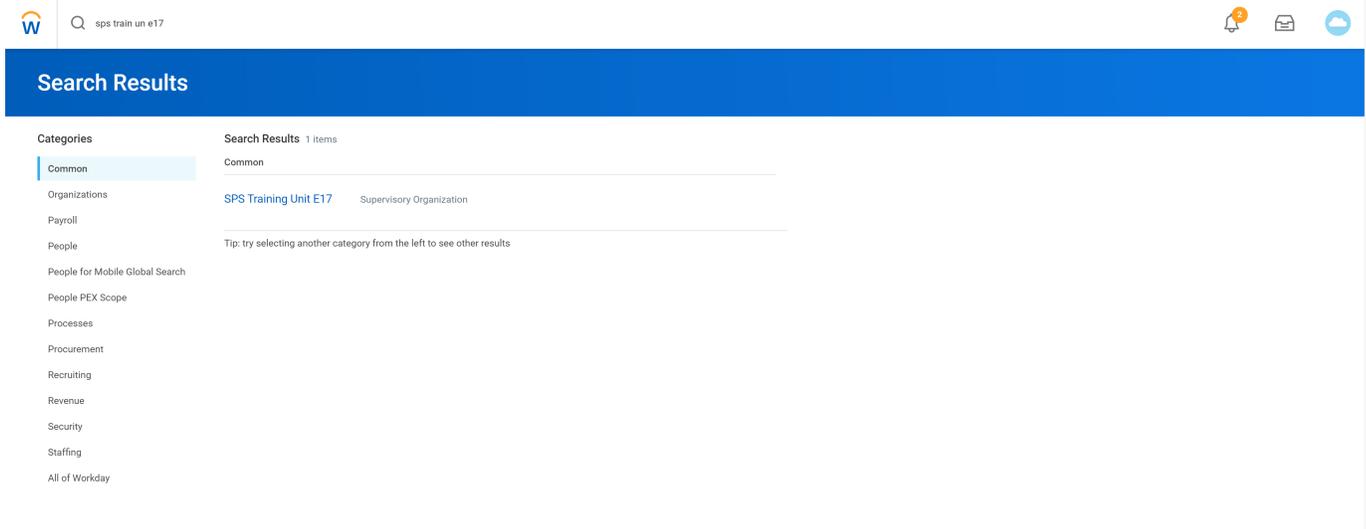
The procedure to initiate the Close a Position process follows.

Procedure:

1. Type the Supervisory Organization in the Search field.



2. Click on the search  icon.



3. Click the Supervisory Organization hyperlink.



SPS Training Unit E17 Actions

Type Supervisory Superior Organization SPS Training Unit E1
Organization ID T_075930 Subordinates SPS Training Unit E18
SPS Training Unit E19

Details Members **Staffing** Roles Security Groups Organization Assignments

Availability Date 01/01/1900
Type Supervisory
Subtype Subprogram
Visibility Everyone
Top Level State of Maryland Supervisory Organization
Superior SPS Training Unit E1
Subordinates SPS Training Unit E18
SPS Training Unit E19
Primary Location Baltimore - 301 W. Preston St

4. Click on the Staffing **Staffing** tab.

Details Members **Staffing** Roles Security Groups Organization Assignments

Staffing Model Position Management

Positions with Open Job Requisition 1 item

Position Restrictions	Effective Job Requisition	Job Requisition FTE	Job Profile	Location	Availability Date	Earliest Hire Date	Time Type	Worker Type	Worker Sub-Type
373452 Test Admin (Unfilled)	R0060090 Test Admin (Open)	1	PSCS A/D Professional Counselor Advanced-4711	Abingdon - 3105 1AB Emmorton Rd	03/23/2020	03/23/2020	Full time	Employee	State/Regular

Positions without Job Requisition 2

Actions

- Position Restrictions
- Business Process
- Compensation
- Favorite
- Hire
- Integration IDs
- Job Application
- Job Change
- Organization
- Payroll
- Roles

Position Restrictions

View
View As Of
Close Position
Manage Position Freeze

Position Restrictions	Availability Date	Earliest Hire Date	Time Type	Worker Type	Worker Sub-Type
TE08 Accountant I-8 (Unfilled)	/1900	01/01/1900	Full time	Employee	State/Regular
TE12 Accountant I-12 (Unfilled)	/1900	01/01/1900	Full time	Employee	State/Regular
TE13 Accountant I-13 (Unfilled)	/1900	01/01/1900	Full time	Employee	State/Regular
TE16 Accountant I-16 (Unfilled)	/1900	01/01/1900	Full time	Employee	State/Regular
TE19 Accountant I-19 (Unfilled)	/1900	01/01/1900	Full time	Employee	State/Regular
TE15 Accountant I-15 (Unfilled)	/1900	01/01/1900	Full time	Employee	State/Regular
TE17 Accountant I-17 (Unfilled)	/1900	01/01/1900	Full time	Employee	State/Regular
TE18 Accountant I-18 (Unfilled)	/1900	01/01/1900	Full time	Employee	State/Regular
TE21 Accountant I-21 (Unfilled)	/1900	01/01/1900	Full time	Employee	State/Regular

5. Find the unfilled position you want to close. Then click on the Related Actions icon next to the position title.
6. Hover over Position Restrictions and select Close Position.



Close Position

Close Position

Position Group TE21 Accountant I-21 (Unfilled)
 Organization SPS Training Unit E17
 Close Reason Close Position or Headcount >
Close Position > Abolished
 Close Date * 03 / 26 / 2020
 Last Updated 01/01/1900

Position Details History

Position Details 1 item

Position Details		Additional Information	Hiring Restrictions	Qualifications
Job Posting Title	Job Description			
Accountant I-21	<p>NATURE OF WORK</p> <p>An Accountant I is the intermediate level of work examining, analyzing and interpreting accounting systems, records and reports by applying generally accepted accounting principles in order to modify and maintain agency accounting systems, prepare financial reports or statements, and give fiscal advice to management. Employees in this</p>	<p>Available For Hire</p> <input checked="" type="checkbox"/>	<p>Job Profile</p> <p>Accountant I-4546</p> <p>Location</p> <p>Baltimore - 301 W. Preston St</p> <p>Availability Date</p> <p>01/01/1900</p> <p>Earliest Hire Date</p> <p>01/01/1900</p>	

Submit Cancel

7. Type or use the prompt to select the reason to close a position.

8. Click the Calendar icon  and select the Close Date.

9. Click the **Submit** Submit button.



Information: The close position request must be approved. The next step is the approval process. The approval routing depends on the reason code you selected.

10. Click the **Done** Done button.

11. The System Task is complete.

Business Process History 3 items

Business Process	Effective Date	Initiated On	Due Date	Completed On	Status	Assigned To
Close Position: Accountant I-21	03/26/2020	03/26/2020 10:28:35 PM	03/28/2020		In Progress	Meetu Shaji (W2008945)



Tip: After completing a task in the business process you can view the next step.

- Click the drop-down arrow next to **Details and Process** to expand the section.
- Click the **Process** tab to see the path that the process will take.
- See the *Check the Status of a Business Process* section of this guide for details on how to view, access, or complete other tasks in the process.