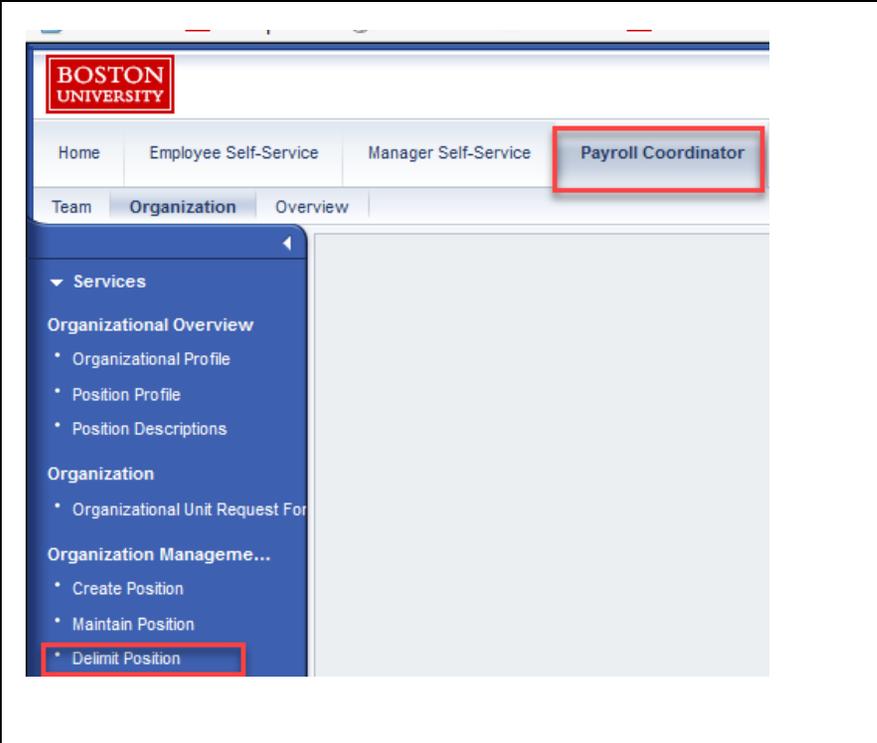


Completing a Delimit Position Form-Quick Reference Guide

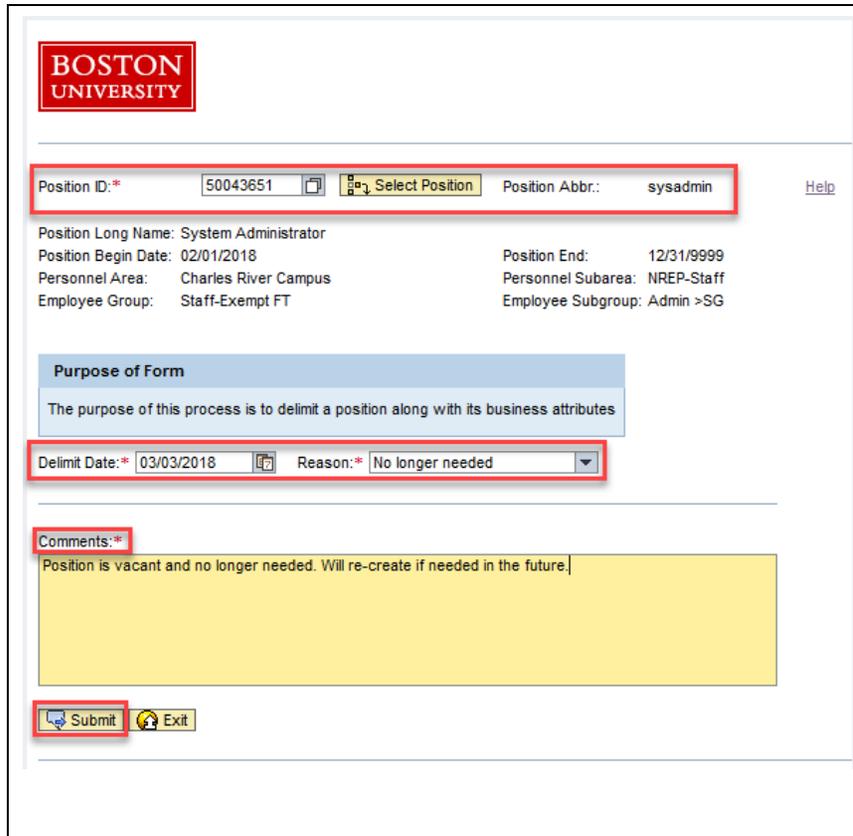
Managers and Payroll Coordinators can **delimit** (remove) a position through the Organization tab on the BUworks portal. In order to keep org units clean, departments should delimit positions when they are no longer needed and this includes temporary and non-compensated positions. If you have any questions about the financial impact of delimiting a position you should always contact your department's Budget Analyst.

If you have less than three positions to delimit please follow the quick reference guide below. If you have more than three positions to delimit, please email hrrsys@bu.edu with details of Org. Id, Org. Name, Position Id and effective date for delimiting.

Please note that if the position is being currently held by an employee, it cannot be delimitated.

	<ol style="list-style-type: none">1. Log on to BUworks Central https://ppo.buw.bu.edu2. Based on your privileges, you will see <i>either</i> the Manager Self Service OR the Payroll Coordinator tab. Click on the Tab3. Click on Organization tab4. Click on Delimit Position
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Completing a Delimit Position Form-Quick Reference Guide



BOSTON UNIVERSITY

Position ID:* 50043651 Position Abbr.: sysadmin [Help](#)

Position Long Name: System Administrator
 Position Begin Date: 02/01/2018 Position End: 12/31/9999
 Personnel Area: Charles River Campus Personnel Subarea: NREP-Staff
 Employee Group: Staff-Exempt FT Employee Subgroup: Admin >SG

Purpose of Form
 The purpose of this process is to delimit a position along with its business attributes

Delimit Date:* 03/03/2018

Comments:*
 Position is vacant and no longer needed. Will re-create if needed in the future.

5. **Position ID** - Enter the **Position ID** to be delimited
6. Click on **Select Position**. *(The position's details such as Position's long name, position begin date and end date, personnel area and subarea, employee group and subgroup appear as non-editable fields on the form)*
7. **Delimit Date** - Enter the **date** (auto-populates to current date but can be edited) the position must be delimited or removed from SAP
8. **Reason** - Select an appropriate reason from **Reason** drop-down
9. **Comments** - Enter a brief, 1-2 sentence **comment** to expedite approval in workflow
10. Click on **Submit**
11. Track your submission via **Request Tracker**