### 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 or 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 (cont.)

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 `Organizational Overview`.
3. Click the link labeled `Organizational Profile` to obtain the org unit ID.

(Continued in the next column)

### 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 delimited.
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 delimited.
5. **Comments** (optional) – Enter a brief, 1-2 sentence comment for the Workflow approval groups, as needed.
6. Click `Submit`, then `Exit` to close the window.

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