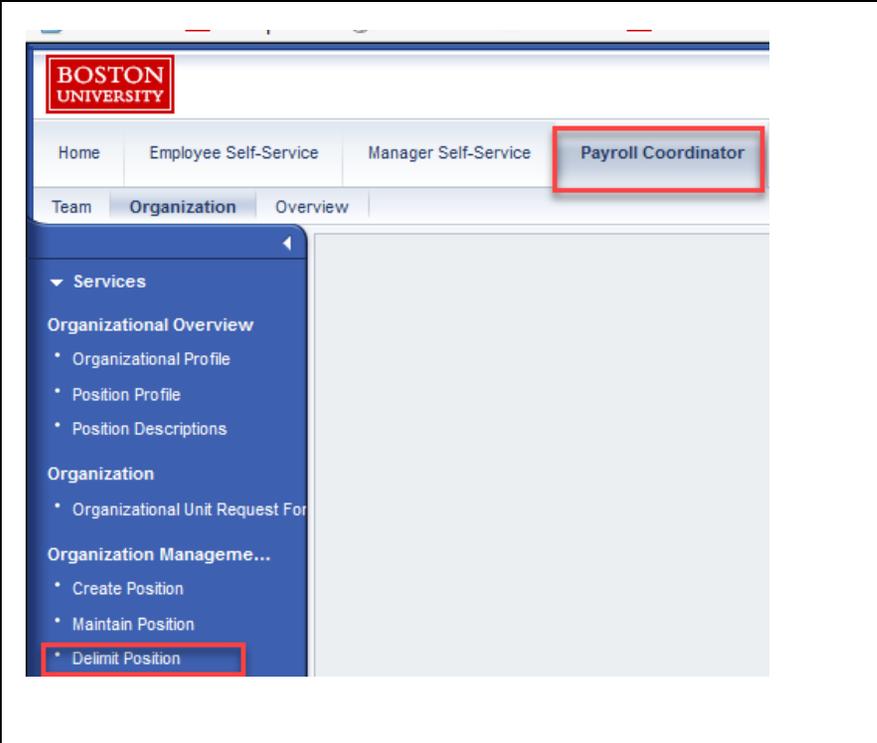# Completing a Delimit Position Form-Quick Reference Guide

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 hrsys@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 delimited.

	1. Log on to **BUworks Central** https://ppo.buw.bu.edu 2. Based on your privileges, you will see *either* the **Manager Self Service OR** the **Payroll Coordinator** tab. Click on the Tab 3. Click on **Organization** tab 4. Click on **Delimit Position**
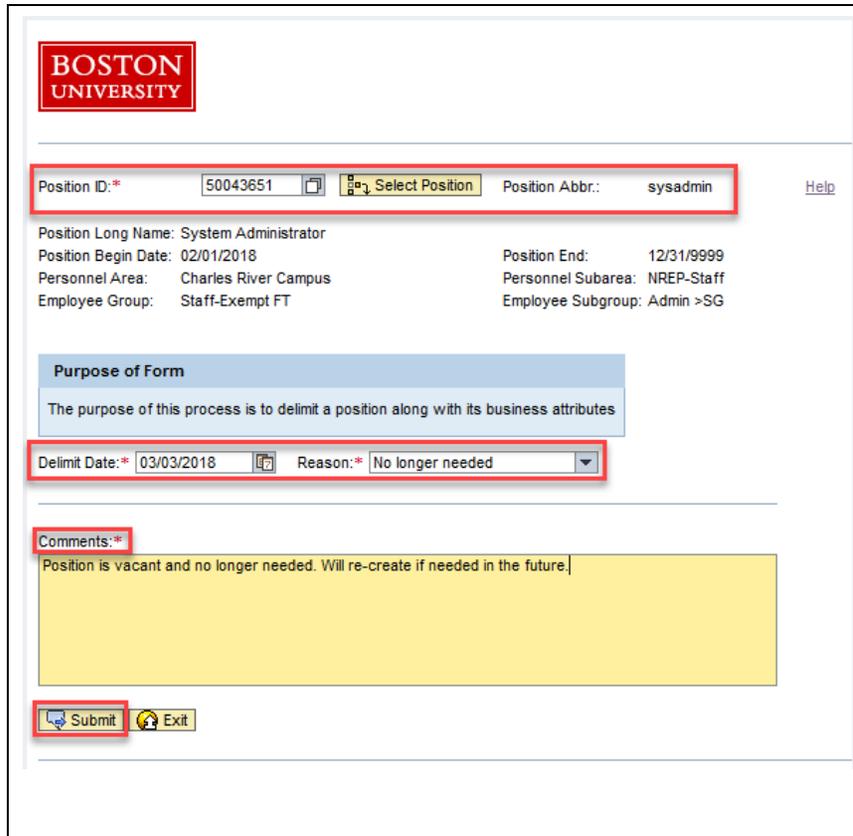
Completing a Delimit Position Form-Quick Reference Guide

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**