Delete Position in EPM

The purpose of this job aid is to explain how to delete a position when completely removing the position and all attributes from the department.

**Note:** Changes are updated in real time.

1. From the EPM homepage, select the **Departmental Budget** icon.
2. Select the **Position Budget Forms** icon.
3. Bring up the **Existing Position by Department** or the **Existing Positions by Cost Center** data form.
   Positions have been loaded by Funding Department associated to the Funding Cost Center. This may be different to the Owning Department.
4. Review the Department number and name listed in the box marked “Department”.
5. If incorrect, click on Department and search for the desired department.
6. Once the desired department is selected, click **OK**. The Department should be highlighted in yellow.
7. Click the **GO** arrow.
8. Locate the position you want to delete by scrolling down the data form or clicking the Search icon and enter the position name or position number.
Delete a Position (Cont’d)


2. After verifying the required fields are updated, click the Launch button.

3. A confirmation window updating that the action was successful appears. Click OK.

**NOTE:** Position ID, combo code will remain, but ALL attributes will have been eliminated. Position should now reflect a status of “None.” *Deleting a Position does not eliminate completely for historical data.

**When deleting a Position that is split-funded, you must perform operations for ALL distributions.***