

Instructions for Modifying Post Doc Vacant Positions

1. Go to Position Management, select Create/Modify
2. Enter the position number that will be updated with the new job code
3. At the Empl Class (BOR) field, use drop down and select Post Doctoral Scholar (Job code field will then be blank)
4. At the Job Code field, click on magnifying glass
5. In the Job Code Lookup page, only the valid job codes will be displayed, select the appropriate job code
6. Enter effective date 12/31/2008
7. At Action/Reason field, use drop down and select Position Status Change
8. Verify all other fields are current
9. Select Save/Submit

You will receive an email notification that the position has been finalized after completion by Data Management.