Returned Position Numbers

There are various reasons why a position number may be returned to the user. Here are some common reasons why position numbers are being returned:

- No Funding has been attached to the position number.
- The Funding effective date is after the Position number effective date
- The position number is being set up as PRN but the job code is not an Hourly or PRN job code.
- No changes were made on the position number.

When a position number is returned to the user, the user will get an email stating that the “Position number has been returned at your request.” Here is the process to determine why a position number has been returned:

1. Go to Create/Modify Position and click the radio button “Return to Work-In-Progress”:

2. Click on the Position number(s) listed:
3. In this page there will be a Field called **Return Reason** (as shown below) that will state why the position number has been returned to you:

![Create/Modify Positions](image)

In the example above, the Returned Reason is stating that the position number needs funding attached to it. The correct Effective Date and Department ID have been provided to the user in the return reason as well so that the funding can be set up correctly.

In the example above, since the position number has been returned to add the funding, the position number must be in a submitted status again. To put the position number back in a submitted status simply scroll to the bottom of the page and click on the **submit** button. Funding can then be added by clicking on the “**Create Distribution Funding**” link on the lower right side of the page. If you forget to add the funding by clicking on the link and have gone out of your Return to Work in Progress, you can go in to **Maintain Position Funding** to add the funding.
Withdrawing a Position Number

When a position change request is withdrawn, the user is requesting that the change will not take place. If the position number is a new position number, once it is withdrawn it no longer exists.

To withdraw a position change request, the position number must be in either a "Not Submitted" or "Returned" status. If the position number is currently in a submitted status, you must contact the HR Data Management team and ask to have the position number returned.

Here is the process to withdraw a position number:

1. Go to Create/Modify Positions and select the Return to Work in Progress radio button.

2. In Work in Progress, click on the position number you want to withdraw.

3. Click the Withdraw button at the bottom of the screen.
4. The following warning message will pop up; click **Continue Withdrawal** to process the withdrawal.

5. The status will change to withdrawn and will no longer be in the user’s Work in Progress.