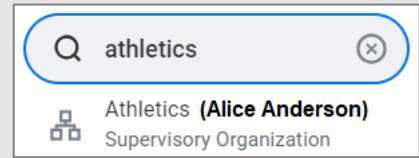


- After logging into Workday use the search field to enter the name of the department you are seeking. Select the supervisory organization from the list of options.



- On the screen that results, click on the Unavailable to Fill tab.

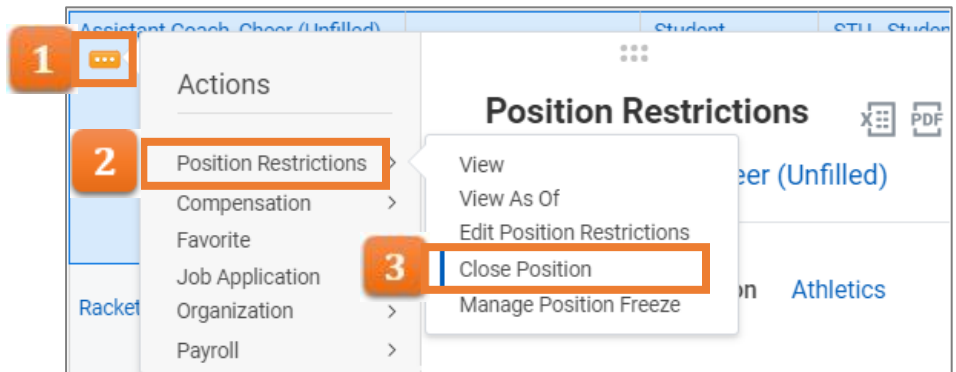


- You will be presented with a list of positions.

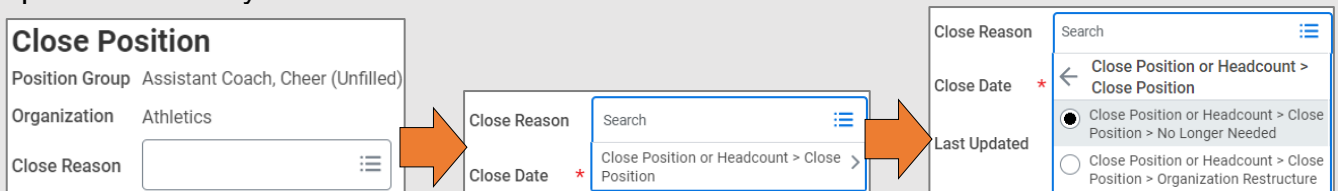
Position Restrictions	Effective Job Requisitions	Job Family	Job Profile	Job Profiles for Job Family	Location
Assistant Coach, Cheer (Unfilled)		Student	STU - Student	Bon Appetit/Follett Student Employees OFF-STU - Off Campus Federal Workstudy Student PNCA - PNCA Student Employee STU - Student	Salem Campus
Racket Stringer-2 (Unfilled)		Student	STU - Student	Bon Appetit/Follett Student Employees OFF-STU - Off Campus Federal Workstudy Student PNCA - PNCA Student Employee STU - Student	Salem Campus

- Hover over the position you wish to close and select the **Related Action** button. This will open up the Actions menu for that position.

Select **Position Restrictions**, then select **Close Position** from the flyout menu.



- This will open a Close Position page with two input fields. Click in the **Close Reason** box and select **Close Position or Headcount > Close Position**. Next, select the **No Longer Needed** option from the fly out menu.



6. Enter today's date in the Close date field.


Close Position

Position Group Assistant Coach, Cheer (Unfilled)

Organization Athletics

Close Reason × Close Position or Headcount > Close Position > No Longer Needed ☰

Close Date * 01/16/2024 

7. When done, click  .

8. You will receive a confirmation message and the position will no longer be visible in the Unavailable section.

You have submitted

[View Details](#)