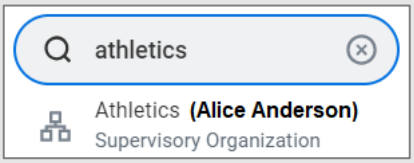
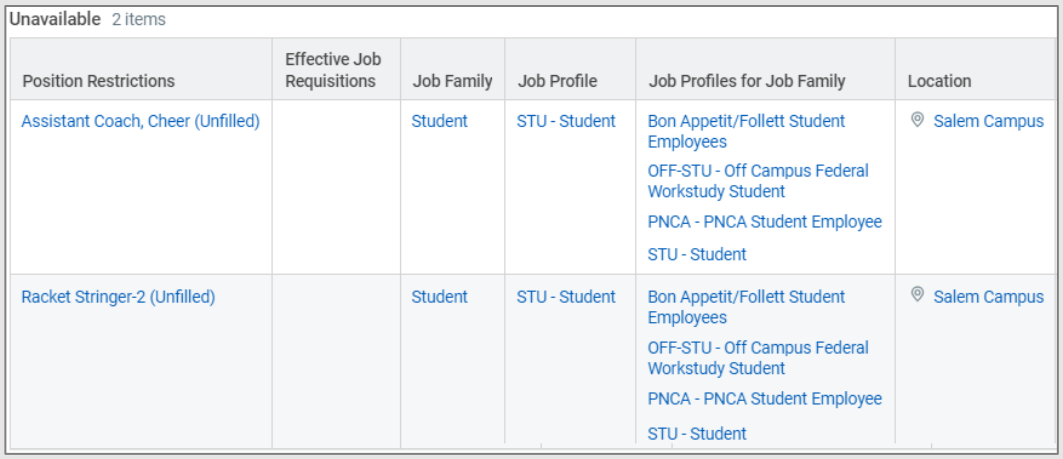
1. After logging into Workday use the search field to enter the name of the department you are seeking. Select the supervisory organization from the list of options.



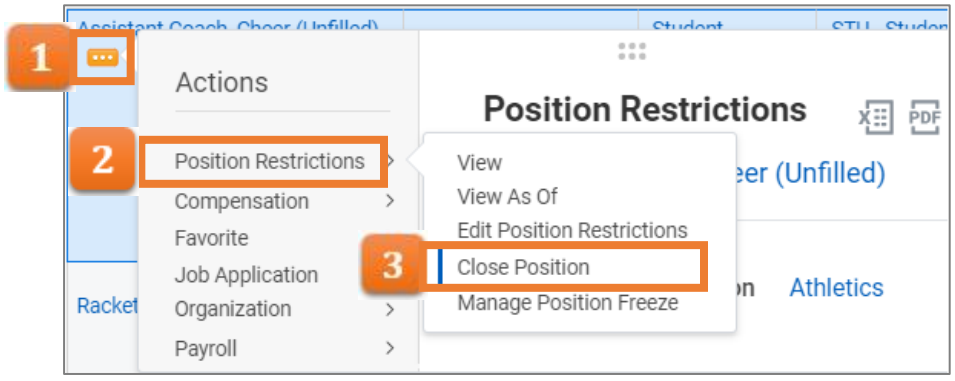
2. On the screen that results, click on the Unavailable to Fill tab.

3. You will be presented with a list of positions.

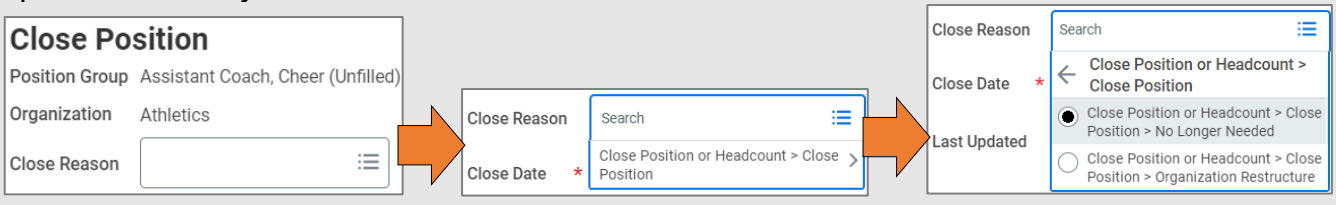


4. Hover over the position you wish to close and select the **Related Action** button. This will open up the Actions menu for that position.

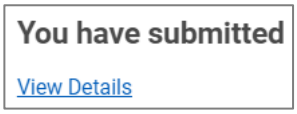
Select **Position Restrictions**, then select **Close Position** from the flyout menu.



5. 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.

7. When done, click Submit.

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