



Close Position

Initiated by: HR Analyst

If the position you want to close still has an open Job Requisition, you will first need to close the Requisition.

1. Search **Close Position** in Workday. Click the task that appears.

A search bar with the text "close position" and a magnifying glass icon on the left and a close icon on the right. Below the search bar, a result is shown: a calendar icon followed by the text "Close Position Task".

2. Input the **Position** you want to close.

Click **OK**.

A form with a dropdown menu labeled "Position *". The dropdown is open, showing "P-1234567 Apprentice (Unfilled)" with a close icon and a menu icon. Below the dropdown are two buttons: "OK" (orange) and "Cancel" (white with grey border).

3. Select the appropriate **Close Reason**.

Add the **Close Date**.

A form with the following fields:

- Position Group: P- 1234567 Apprentice (Unfilled)
- Organization: IT Customer Support - Helpdesk Campus Support (Minnie Mouse)
- Close Reason: A dropdown menu with "Close Position or Headcount > Close Position > Position No Longer Needed" selected.
- Close Date: 11/01/2023 with a calendar icon.
- Last Updated: 01/01/1900

Click **Submit**.

An orange button with the text "Submit" in white.



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4. The **HR Partner** will get the Workday inbox task to approve closing the position.

You have submitted

Up Next: Captain Hook | Approval by HR Partner | Due Date 11/03/2023

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5. The **Compensation HR Office Partner** will get the task to approve.

Success! Event approved

Up Next: Compensation HR Office Partner | Approval by Compensation HR Office Partner | Due Date 11/03/2023

[View Details](#)

The Close Position process is now complete.