Close Position

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.

   Q close position

   Close Position
   Task

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

   Click **OK**.

   Position *   ✕ P-1234567 Apprentice (Unfilled)   ...

   OK   Cancel

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

   Position Group   P- 1234567 Apprentice (Unfilled)

   Organization   IT Customer Support - Helpdesk Campus Support (Minnie Mouse)

   ➡ Close Reason   ✕ Close Position or Headcount > Close Position > Position No Longer Needed

   Add the **Close Date**.

   ➡ Close Date   * 11/01/2023

   Last Updated   01/01/1900

   Click **Submit**.

   Submit

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
>
> View Details

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

   The Close Position process is now complete.

> **Success! Event approved**
> Up Next: Compensation HR Office Partner | Approval by Compensation HR Office Partner | Due Date 11/03/2023
>
> View Details