

Removing a Position

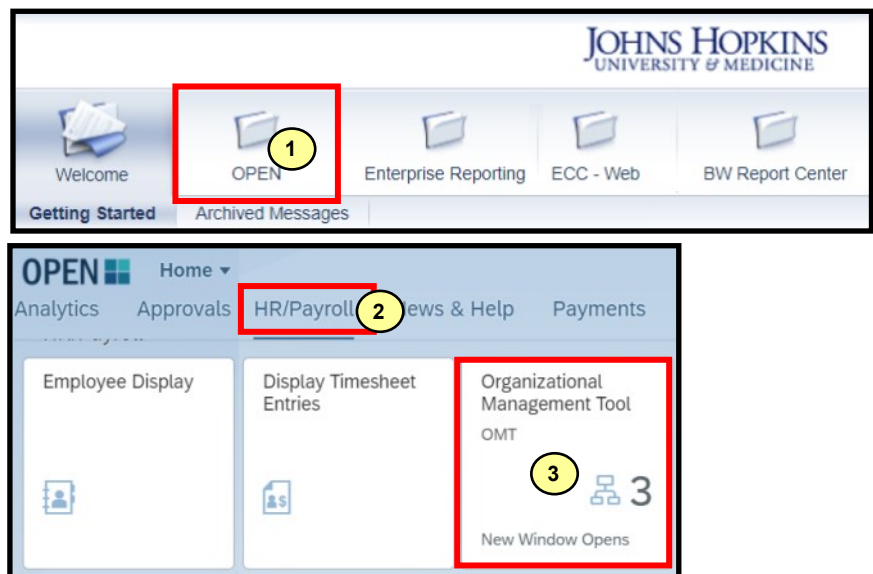
Use this job aid if you need to remove a vacant position from your organizational unit (department). Sometimes, this is called “delimiting” or “closing” a position. Upon submission of the OMT form, the position will no longer display in the list of positions.

- Removing a vacant position has no subsequent workflow (approvals).
- Positions with an open requisition (for example, those marked with an ‘SF’) cannot be removed until the requisition is closed. Refer to the job aid “[Manually Close a Req.](#)”

Access the Organizational Management Tool (OMT)

Open SAP as you normally do.

1. From the Welcome screen, click the **OPEN** folder.
2. Click the **HR/Payroll** link.
3. Click the **Organizational Management Tool (OMT)** tile.



You will arrive on the Landing page. Use the instructions on the following page to help you locate a position with an open requisition.

Locating a Position

Vacant positions display with a clear center. Positions that have an existing open requisition on them will display with the letters “SF.”

There are two ways to locate these positions within an organizational unit.

- Use the “Scrolling Method” if you don’t have access to many organizational units.
- Use the “Search Field Method” if you have numerous organizational units.

1. Enter a portion of the position or org unit in the Search field and press **Enter** on your keyboard, or
2. Scroll to find the organizational unit where the open requisition is located.

Positions that have a requisition associated with them will display with the letters “SF.”

3. *[Optional]* Hover over the position to verify the title, EE group, and Personal Subarea.
4. Click the **Position** to launch the Position Profile panel.
5. From the Position Profile panel, click **Edit Position JHU**.

You may remove a position from your department. *Helpful Hint: Use the Tool Tips to help you.*

1. From the Position Change Details panel, answer **Yes** to the question “Would you like to remove this position from your department?”
2. Click **Next** until you arrive at the Attachments panel with the General notes section.

3. Click **Submit**.

Upon submission, the position will no longer display in your org unit's positions list.