Inactivate/Abolish Positions

Prior to reading this job aid, please review the Position Management and Workforce Administration CBTs.

Abolishing and inactivating a position are two terms to describe the same action. The reason an agency will inactivate a position is that it is either no longer used or its inactivation is requested by the Legislature. Once a position is inactivated/abolished it cannot be reactivated or reestablished to be used by an agency. A new position must be created in order to add the position back or if additional FTE is granted.

From the main SHARP Homepage, select the Manage Positions Homepage, select the Manage Positions tile, and then the Add/Update Position Info page. Enter the Position Number and click Search.





Inactivate/Abolish Positions

On the Description page, click the plus sign to add a row, update the effective date (defaults to today's date), use reason code PSC Position Status Change, change the Status to Inactive and click Save.

