

#### VUMC BUSINESS EDUCATION



# **Reclass Unfilled Position**

Attributes for an <u>unfilled</u> position can be updated to reflect position reclassification prior to creating a job requisition. This updates attributes for a position to be in place for the next incumbent for the position. The **Edit Positions Restriction** task is applicable to both Employee and Contingent Worker positions. However, Employee and Contingent Worker positions should remain separate and not inter change from one worker type to the other.

## **Reclass Unfilled Position**

- 1. Search for and select Edit Position Restrictions.
- 2. Enter the **unfilled position number** and select **OK**.
- 3. Enter Position Change Reason.

**Contingent Workers** continue to Step 4. **Employees** skip to Step 6.

### **Contingent Workers Only (Continued)**

- 4. Update/Change Job Posting Title
- 5. Update/Change Job Family

Continue to Step 6.

## **Employees (Continued)**

- 6. Update/Change the Job Profile for reclassification.
- 7. Continue to Update/Change any field.
- 8. Select Submit.





Position	P00096069 Care Partner - Hem/Onc FT Nights (Unfilled
Organization	Hematology Oncology Unit 30 Department
Position Change Rea	SUIT :=
Position Detail	s
Last Updated	06/18/2023
Job Posting Title *	Care Partner - Hem/Onc FT Nights
Available For Hire	2



Location	× VANDERBILT HOSPITAL (LOC00133) □ □ □
Time Type	× Full time ∷≣
Worker Type	× Employee
Worker Sub-Type	× Regular :=
Default Weekly Hours	40
Scheduled Weekly Hours	* 36
FTE	90%
Available for Overlap	
enter your comment	
8 Submit	Save for Later Cancel