EDIT OR ELIMINATE POSITION

Quick Steps

To Edit or Eliminate a Position, take the following steps in Aurora:

1) Select **Positions > Position Search** in the top menu
2) Search for open positions in your department
3) Select the desired position from the search results to open the Position Page
4) On the Position Page, click the **Edit Position** or **Eliminate Position** button based on the action you would like to create

Eliminate Position

1) In the **Action Information** section select the **Elimination Reason**
2) Enter **Position Tracking Notes** to provide additional context for the elimination
3) Enter an **Action Comment**, if desired
4) **Submit**

Edit Position

1) In the **Action Information** section enter the **Effective Date** for the change
2) Review and edit desired fields in the remaining sections
3) Enter **Position Tracking Notes** to provide context for the change
4) **Attach** supporting documents, if desired
5) Enter an **Action Comment**, if desired
6) **Submit**

The remainder of this guide contains detailed step-by-step instructions and FAS policy guidance.

**Helpful Hint:** Only Open Positions can be Edited

Positions in Aurora are automatically updated to reflect any changes made to the associated appointment when a hire/transfer, reclass or job data change is processed. As a result, users no longer need to process a separate Edit Position action when updating position details through another form. In fact, **Edit Position is only available when a position is open**. To edit position details for a filled position, process a Job Data Change on the active appointment associated with the position.
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Process Initiation

To Edit or Eliminate a position,

1) In your favorite browser log in to Aurora (https://aurora.fas.harvard.edu)

2) Hover over the Positions tab to view the full sub-menu

3) Select the Position Search option

4) Search for positions using your preferred search criteria. We recommend searching for open positions in your department.

5) Select a position from the results by clicking on the Position Number. This will open the Position Page.

6) Choose the Edit Position or Eliminate Position button to initiate the action.
Eliminate Position

The **Action Information** section displays basic information about the type of action you are creating.

1) **Action Type** is Eliminate Position.
2) **Action Number** will be populated once the action is saved or submitted.
3) **Effective Date** will be populated as today’s date.
4) **Position Number** will be populated from the position you have selected to eliminate.

To proceed with the Eliminate Position action:

1) Select the **Elimination Reason** from the dropdown in the **Action Information** section.
2) Enter **Position Tracking Notes** to provide additional context for the elimination.
3) Enter an **Action Comment**, if desired.
4) **Submit**.

The **Position Information**, **Position Dates and FTE**, **Position Description** and **Costing** sections are not editable for Eliminate Position actions.

For additional details about the action workflow or any sections mentioned above, review the Edit Position job aid below.

Edit Position

The Edit Position form is divided into several sections. We will review each of the sections below.

**ACTION INFORMATION**

The **Action Information** section displays basic information about the type of action you are creating.

1) **Action Type** is Edit Position.
2) **Action Number** will be populated once the action is saved or submitted.
3) Enter the **Effective Date** of the change. The effective date cannot be in the past.
4) **Position Number** will be populated from the position you have selected to edit.

### Position Information

1) Select a new **Job Code** if necessary using the Job Code Lookup. Once selected, associated fields (Salary Grade, Pay Group, Salary Admin Plan, Employee Class and Comp Rate Code) will default.

2) Review and update if needed: **Business Title**, **Union**, **Critical Position**, **Supervisor**, **Time & Labor Group**, **Absence Group**, **Workgroup** and **Harvard Location**.

### Position Dates and FTE

1) The **Position Start Date** cannot be changed.
2) To indicate whether a position has a term, select or deselect the **Term Position** checkbox. When selected, the **Position Duration** and **Term Reason** fields will be enabled and required.
3) To indicate whether a position is seasonal, select or deselect the **Seasonal Position** checkbox. When selected, the **Active Weeks Per Year** field will be enabled and required.
4) Review the **Pay Group**, **Salary Admin Plan** and **Standard Hours**. Update these as needed. Note that the FTE will recalculate if Standard Hours or Salary Admin Plan are modified.

### Costing
The costing section of the Create New Position form allows the user to change costing information for the position. It is only required for paid positions.

1) **To add costing**, click the **Add/Modify button**.
2) **To modify costing once saved**, select the **edit** link next to the existing earnings code you’d like to modify.

Both actions will bring you to the **Edit Costing** popup.

1) Enter new costing, modify existing costing rows, add costing rows using the **Add Row** button, or copy existing rows using the button and then modify them. You may also delete existing rows using the button. Note that the numbers in the % column must add up to 100%.
2) Use the **Validate** button to validate your costing and view descriptions for each costing element.
3) Use the **Save** button to save your costing to the New Hire form. Aurora will validate the costing string and prompt you if there are errors that must be fixed prior to saving.

**POSITION DESCRIPTION**

The Position Description section includes three tabs with nine different position description fields corresponding to the new job framework fields. **Core Duties** and **Basic Qualifications** are required fields. Review and modify data in as many fields as desired.
NOTE: If the job code selected for the position is part of the Job Framework project, you will see a warning symbol next to the Basic Position Description header and you will not be able to modify Core Duties or Basic Qualifications, which are standardized for all job codes in the framework.

**Position Tracking Notes**

In the Position Tracking Notes section enter a brief rationale for the position change.

**Attach Document**

If a Position Management Form or a Classification Review Form was completed for the position the approved form should be attached. Note that documents must be in PDF format.

1) To attach a document, select the Attach PDF button. This will display the Attach Document popup window.

2) Select the Browse button to locate the desired PDF file.
3) Select the Document Type from the list displayed and select Upload to upload and attach the document to the action.

Once the document is uploaded it can be viewed or deleted by clicking the appropriate icon displayed next to the file.
**Action Comments**

Use the **Action Comments** field to capture any additional information that would be helpful for approvers reviewing the action. These notes can be modified or appended to by approvers as the action moves through the workflow approval process.

**Save as Draft or Submit the Action**

**Save as Draft, Submit and Cancel** buttons are displayed at the bottom of the form.

1. **Save as Draft** saves the action and creates a draft. You may then **edit** and **submit** the form at a later time.
2. **Submit** pushes the action to the next workflow stage for approval in Aurora.
3. **Cancel** removes the action. Once an action is cancelled it cannot be edited or submitted.

**Action Review Screen**

Once a form is successfully saved or submitted, the **Action Number** will populate in the **Action Information** section at the top of the page.

**Action Workflow**

Once an action has been submitted, it goes through an approval workflow. Depending on your permissions, your action may either be in the **Department Approval** or **Back Office** stage after submission. The turnaround time for actions in the approval workflow depend on various factors such as how many actions are in the approver’s queue etc. More information about the Approval Workflow in Aurora can be found in the Aurora Knowledge Center at [about.aurora.fas.harvard.edu](http://about.aurora.fas.harvard.edu).
The Workflow History section provides users with a log of the approval steps taken on an action. Users can see the Approver Name, Department, Email and Phone as well as the Date and time each approver took action and the type of action taken (Status).