BOSTON UNIVERSITY

Delimit Position Form

_____

When to use	The Delimit Position form is used to prevent further use of a vacant position. Vacant positions should be delimited via the Organization tab in the [BUWorks Portal](#) when a position is no longer needed. Once a position is delimited it will no longer exist in SAP as of the effective date used on the form.
Before you begin	Ensure the position you are delimiting is vacant as of the date the position is being delimited.
	⚠ *Warning:* If a position is filled by an employee, it cannot be delimited.
References	• Refer to the [BUworks Form Decision Guide](#) for more information regarding when to delimit a position • Click [here](#) for the Data Dictionary

Delimit Position Form: Step-by-Step

Step	Action
1	Log into BUWorks using your BU login and Kerberos password at the following URL: https://ppo.buw.bu.edu
2	<table><tr><th>IF your role is…</th><th>THEN click the…</th></tr><tr><td>Manager</td><td>**Manager Self Service** tab.</td></tr><tr><td>Payroll Coordinator</td><td>**Payroll Coordinator** tab.</td></tr></table>
3	Click the **Organization tab** on the ribbon directly below your tabs.
4	Click on **Delimit Position** on the left side of the screen. ✔️ *Result:* The Delimit Position form opens ⚠️ *Warning:* Forms must be completed one at a time; do not open multiple forms in multiple tabs.
5	Enter the 8-digit **Position ID** to be delimited (ex: 500xxxxx) 📝 *Note:* you may also look up the position number using the search help box
6	Enter the **Delimit Date.** This is the date the position will be removed from SAP. 📝 *Note:* the effective date automatically fills in with the current date but the date can be changed, if needed
7	Select the appropriate **Reason** for this position being delimited from the dropdown. • Faculty Position Cancel - define • No Longer Needed – define • Position Funding Ended - define
8	Enter a brief note in the **Comments** section as to why the position is being delimited.
9	Click **Submit.** ✔️ *Result:* The form is submitted for approval via workflow. You can track the form progress through Request Tracker. You will receive an email notification when the form is approved.