# **Quick Guide: Reconsolidate a Split PIN**

### Part 1: Complete Edit Position Restrictions Process on PIN to remain

- Needed to adjust Authorized% accordingly
- EPR: Actions > Position Restrictions > Edit Position Restrictions > Change in Position > Reconsolidate a PIN

00 HR Analyst III DBM (Unfilled	Actions	
Position Overview Requisitions Incumbent	Actions	Position Restr
	Position Restrictions	View
Position Overview Hiring Restrictions Qualifications Def	aul Business Process > Compensation >	View As Of Edit Position Restrictions
Supervisory Organization DBM	Favorite >	Close Position Manage Position Freeze

## Steps:

1. Select "Change in Position > Reconsolidate A Split Position" – Position Change Reason



- 2. Earliest Hire Date = Effective date of the change
- 3. Change Time type to Full Time (If needed)



- 4. Hit Submit
- 5. Open the "Change Organization Assignments" screen, scroll to Authorized% field and adjust per the reconsolidation details

Authorized %	I
100	

6. Hit submit.

### Part 2: Complete Edit Position Restrictions Process on PIN to close

• EPR: Actions > Position Restrictions > Close Position



#### Steps:

1. Select "Close Position > Abolished" – Close Reason

Position Group	005146 HR Analyst III DBM (Unfilled)		
Organization	DBM - Shared Services Division Deputy Director		
Close Reason	search 🔚		
Close Date 🔸	← Close Position or Headcount		
Last Updated	Close Position or Headcount > Close Position > Abolished		

- 2. Enter effective date of the position close.
- **3.** Leave a comment referencing PIN being reconsolidated for this position to close.
- 4. Hit Submit.

# Part 3: Update FTE% on Employee (If current PIN is filled)

- Needed if employee in the remaining PIN will increase their FTE% after the PIN is reconsolidated
- Job Change: Actions > Job Change > Transfer, Promote or Change Job > Data Change > Change in FTE (See Quick Guide for FTE changes)

	Job Change	-><	Transfer, Promote or Change Job
(14)	Organization	>	Change Business Title
(**)	Payment	>	Change Location r Add Contract
	Actions	×	Add Job
		Terminate Employee	
M			Manage Probation Periods
Phone	Email Team		