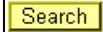
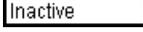


## Inactivating Job Codes

1.	Click the <b>Develop Workforce</b> link. 
2.	Click the <b>Manage Positions (USF)</b> link. 
3.	Click the <b>Setup</b> link. 
4.	Click the <b>Job Code Table</b> link. 
5.	NOTE: The <b>SetID</b> should default to your agency's <b>SetID</b> . Confirm or enter the <b>SetID</b> .
6.	Press <b>[Tab]</b> .
7.	Enter the desired information into the <b>Job Code</b> field. Enter a valid value, e.g. <b>"RS8045"</b> .
8.	Click the <b>Search</b> button. 
9.	Click the <b>Add a new row at row 1</b> button. 
10.	Click the <b>Choose a date</b> button in order to enter the <b>Effective Date</b> for when the <b>Job Code</b> should be inactivated. 
11.	Navigate as necessary and click on the desired date for when the <b>Job Code</b> should be inactivated. 
12.	Click the <b>*Status</b> list. 
13.	Click the <b>Inactive</b> entry in the <b>Status</b> list. 
14.	Scroll as necessary to view the <b>Save</b> button.
15.	Click the <b>Save</b> button. 
16.	The job code that is no longer needed is inactivated. <b>End of Procedure.</b>