1. Log into PeopleAdmin

2. Change User Group to Hiring Manager (top right corner)

3. Choose the Position Management module on the upper left side of the screen

4. Under Position Descriptions, choose the appropriate position type (SHRA or EHRA)

5. Choose the Position that you wish to separate the employee from by typing the title or position number into the search box. Then click on the blue classification title or working title.

6. There are two different Actions that you may choose from:

   If you are separating the employee, but do not intend to repost at that moment, you will need to choose:  
   **Click here to view instructions for Separate Only**

   If you are separating the employee and at the same time, would like to post the now vacant position, choose:  
   **Click here to view instructions for Separate AND Post**