

## Have you completed your review of Vacant positions? Issued 04/07/06

[ISIS memo # 06-026](#), dated 01/31/2006, which addressed Cost Assignments by position, suggested that agencies review all vacant positions across all object categories to see which ones are not necessary and could be delimited. This preparation is intended to reduce agency work at the beginning of FY2007, when position costing functionality is activated.

Run ZP19 (Position Data by Personnel Area) for vacant positions. Consider delimiting any vacant position that you have no immediate plans to fill and that does not have a “planned vacancy” indicator. Refer to [Delimit Position](#) help script for further instructions

**Optional maintenance:** Do you have organizational units that should be delimited?

Run ZP32 (Org Unit Audit/Exception Report) for your highest level Org Unit and all subordinate org units. Any incomplete org units should be investigated and corrected as needed. If further review determines that the org unit has no subordinate units and no positions, then it may be delimited.



You must delimit each organizational unit individually beginning with the lowest unit and ending with the highest unit. Before delimiting an organizational unit, you must be sure that all positions and employees are moved out of the organizational unit you want to delimit.