

To update a position number within position management, click on the ***“Position Management”*** link within the “Human Resources Systems” section in “Self-Service.” This will allow for you to create a new number, modify (change percentage, department number, etc.), reactivate a position number, or edit Supervisor relationships.

To add a position number into **OTAC**, select the ***“Talent Acquisition Position Approval”*** link also located within the “Human Resources Systems” section in “Self Service.” It will allow for you to search for a specific position number and then you will click the green button for “Save Talent Acquisition Approval.”

The position number will upload to OTAC twice a day (morning and midday).

