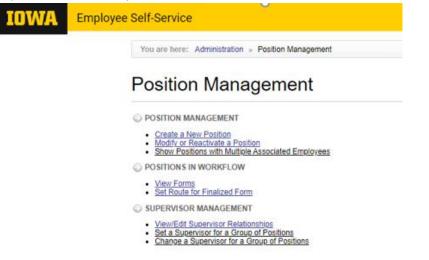
To update a position number within position management, click on the "**Position Management**" link within the "Human Resources Systems" section in "Self-Service." This will allow for you to create a new number, modify (change percentage, department number, etc.), reactivate a position number, or edit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

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