

Use the delivered position pages when updating positions to avoid freezes ^[1]

October 24, 2017 by [Employee Services](#) ^[2]

Employee Services is asking users to **only update positions using HCM's position management area**. This will prevent positions from being frozen in HCM.

Frozen positions are frequently caused by entering position information on ePAR pages, including the Non-Person Profile (NPP) page. Although there are fields related to position on this ePAR page, do not enter data into these fields. The same advice applies to open position fields on any ePAR form. Instead, make updates directly on position pages.

Teams are looking at ways to mute the ePAR fields related to position in an attempt to lessen confusion. In the meantime, only make updates to positions on the designated delivered position pages. Guides explaining how to do this are available:

- To update an existing position, refer to the [Updating a Position step-by-step guide](#). ^[3]
- To update funding, refer to the [Making a Funding Entry step-by-step guide](#) ^[4].
- To create, update or deny a position with funding, refer to the [Creating a Position with Funding step-by-step guide](#) ^[5].

[Positions](#) ^[6], [Funding Entry](#) ^[7], [ePAR](#) ^[8], [Creating Positions](#) ^[9]

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Links

[1] <https://www.cu.edu/blog/hcm-community/use-delivered-position-pages-when-updating-positions-avoid-freezes>

[2] <https://www.cu.edu/blog/hcm-community/author/10695>

[3] <https://www.cu.edu/docs/sbs-updating-position>

[4] <https://www.cu.edu/docs/sbs-funding-entry>

[5] <https://www.cu.edu/docs/sbs-creating-position-funding>

[6] <https://www.cu.edu/blog/hcm-community/tag/positions>

[7] <https://www.cu.edu/blog/hcm-community/tag/funding-entry>

[8] <https://www.cu.edu/blog/hcm-community/tag/epar>

[9] <https://www.cu.edu/blog/hcm-community/tag/creating-positions>