**Process:** Use transaction code **PP01** when there is a need to delimit a position. Delimiting a position stops the validity of the position as of the specified date, so only delimit positions that will not be used after the end validity date. Be sure to check all the relationships of the position to all other objects, including employees holding the position. The position can be marked as “historical”, which will preserve the records associated with the position.

**Role:** Authorized Personnel  
**Frequency:** When Needed

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**BEGINNING**

Enter the transaction code **PP01**

**MAINTAIN OBJECT**

**Plan Version**

Plan version: 01 Current plan

Should default to Current Plan, if not, choose it

**Object Type**

Object type: S Position

Enter Position or use the Drop-Down list to choose it

**Object ID**

Object ID: 51000076 Graduate Assistant

Enter the Position Number or use the Possible Entries icon to search

Click on the Selection icon to the left of the infotype **Object**

Using the Application Menu Bar, choose **Object → Delimit**

**MAINTAIN PLAN DATA: DELIMIT OBJECT**

**Delimit Date**

Enter the last date the position will be valid

**Historical Rec. (Record)**

Leave blank

Click on the **Delimit** icon
**DELIMIT OBJECT**

The **Delimit object** screen displays

![Delimit object screen](image)

- **Relationships still exist Position grad assit!**
- **These relationships were also delimited**

- **Do you want to delimit the object (incl. relationships and infotypes)?**

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

Click on the **Yes** button

The following system message displays

- **Object 01 S 50131043 is delimited on 06/30/2007**

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The following tools to help you are on the myHelp website.

- **Course Material**
- **Transaction Procedures**
- **Transaction Simulations**
- **Online Feedback Form**

http://myhelp.uky.edu/