How Do I Correct a New Hire place in the wrong position?

Overview
Prior to hiring a person into a position, you must ensure that the position is available.

Step 1.) Utilize PayPath Actions to verify if the position is available, enter the position number and then click the Search button:

Step 2.) If the search results are blank then you are able to hire a person into that position if there is a row filled with information.
Step 3.) Click on the first row of the Search Results, then click on the hyper-text in the upper right hand corner

Step 4.) This page provides the total head count allowed for the position:
Step 5.) The Current Head Count should read 0 out of 1 if it is available, the available head count is the last number. The screenshot above is an example of an over allocated position because it indicates that there are two people in the position when there should only be one person.

Step 6.) If you have placed a new hire in a position when there was already someone there and the position only allows one employee.

Step 7.) You have to remove the person you hired into the position through the SmartHR Template.

Step 8.) You perform an Intra-Business Unit transfer, make sure you provide the correct selection of either Staff or Academic.

Step 9.) Enter the hire date and the correct position number.