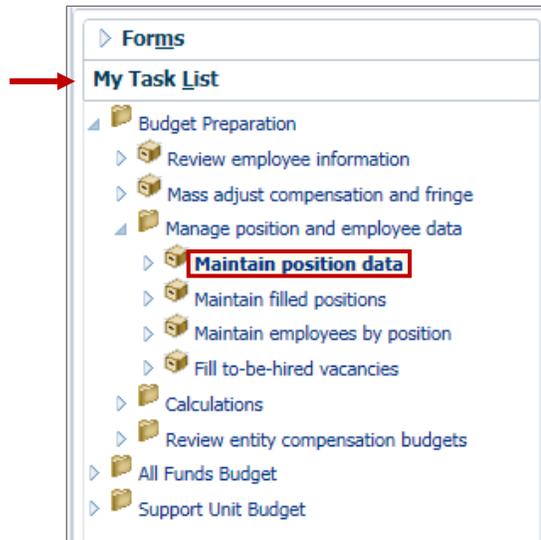


## Add Salary and Distribute a Vacant Position

In this example, you will add salary and distribute a NOT Budgeted or Vacant position. The dollar amount is held directly by the position rather than by an existing employee or any To-Be-Hired. If you have any salary savings, you can put it to either a vacant position using below processes or to a To-Be-Hired (see XXXX processes). Either way works.

1. Navigate to the **My Task List > Budget Preparation > Manage position and employee data > Maintain position data**.



2. Find a Not Budgeted or Vacant position.
3. Right click on the position and choose **Edit Position Details**.

	Job	Position Start Date	Position End Date	Occupancy Status	Annual Salary Spread	Default Weekly Hours	Available FTE	40-Hour FTE	Total FTE	Status
P_00008608	ASO DEAN & PROF - 000456					40	0	1	1	Acti...
P_00008831	SR ASO IN - 001558					40	0	1	1	Acti...
P_00009022	Fiscal Assistant II - 002009					40	0	1	1	Acti...
P_00009052	OFFICE AST - 000817					40	0	1	1	Acti...
P_00009080	Web Developer - 001899					40	0	1	1	Acti...
P_00009081	ACADEMIC PROGRAMS, CRD 1 -					40				
P_00017120	DEVELOPMENT/ALUMNI AFF, CF					40	0	1	1	Acti...
P_00020122	AST DEAN & LECTURER - 00046					40	0	1	1	Acti...
P_00020367	Executive Assistant I - 003707					40	0	1	1	Acti...
P_00021200	BUSINESS MGR 3 - 001446					40	0	1	1	Acti...
P_00021830	Academic Program Spec III - 00					40	0	1	1	Acti...
P_00022395	Accountant III - 002002					40	0	1	1	Acti...
P_00023551	End User Computing Spec II - 00					40	0	1	1	Acti...
P_00023964	Communications Manager - 0025					40				
P_00025487	Program Assistant - 000908					40				
P_00028941	AST SCHOLAR - 000527					40	0	1	1	Acti...
P_00028949	VIS AST SCHOLAR - 000712					40	0	1	1	Acti...
SA_00004507	AST PROF - 000530					40	1	1	1	Acti...
SA_00004508	AST PROF - 000530					40	1	1	1	Acti...
SA_00004509	AST PROF - 000530	7/1/13		Vacant	Summer B	40	1	1	1	Acti...
All Positions	All			Inactive			3	24...	25	

Right click here

4. Click the **FTE** tab and verify the correct FTE is listed.
 

**NOTE:** If you do not have a FTE or an inaccurate FTE is currently listed you will need to input the correct FTE by completing the following steps:

  - a. Right click anywhere on the assignment line.
  - b. Choose **Update FTE**.
  - c. Enter the appropriate FTE.
  - d. Click the **Add** button.
 

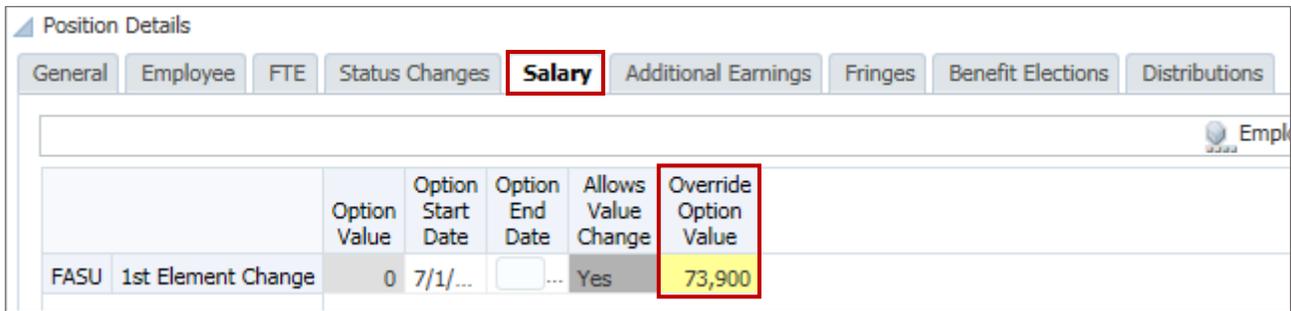
**NOTE:** If you permanently wanted to change the FTE of this position, you would delete the Effective End Date. Otherwise, the updated FTE will return to the previous value after that end date passes.

The screenshot shows the 'Position Details' application interface. The 'FTE' tab is selected and highlighted with a red box and the number '4.'. Below the tabs is a table with columns for 'Proposed FTE', 'FTE Start Date', and 'FTE End Date'. The first row is labeled '1st Assignment' and has a value of '1' in the 'Proposed FTE' column. A right-click context menu is open over this row, with 'Update FTE' highlighted in yellow and labeled 'b.'. Below the main application window, a 'Runtime Prompts - Update FTE' dialog box is shown. It contains a table with the following data:

Prompt Text	Value
* Enter FTE	1.
* Enter Effective Start Date	07-01-2016
Enter Effective End Date	

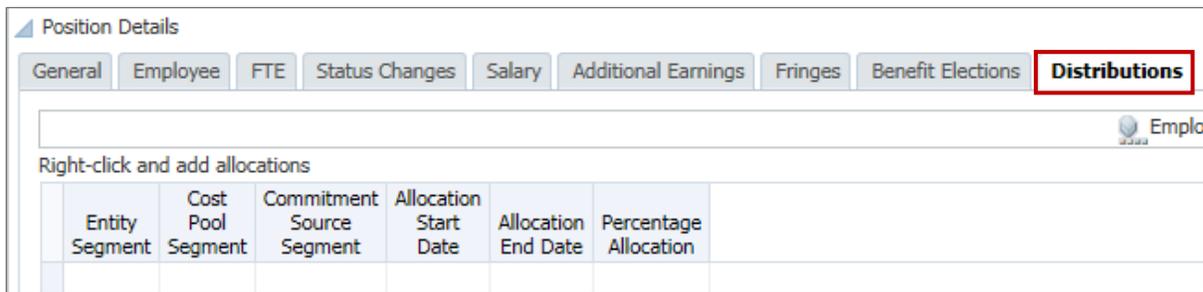
The value '1.' in the first row of the dialog box is highlighted with a red box and labeled 'c.'.

- Click the **Salary** tab.
- Input a Salary amount to hold in the **Override Option Value** cell. Please keep in mind that the fringes will automatically calculate so if you have an exact amount you need to adjust the number you input for fringe benefits.



Position Details									
General		Employee	FTE	Status Changes	<b>Salary</b>	Additional Earnings	Fringes	Benefit Elections	Distributions
FASU	1st Element Change	Option Value	Option Start Date	Option End Date	Allows Value Change	<b>Override Option Value</b>			
		0	7/1/...	...	Yes	73,900			

- Click the **Save** button.
- Go to the **Distributions** tab and input your distribution information and save. See the Update Current Employees' Distributions & Data simulation/instruction guide if needed.



Position Details									
General		Employee	FTE	Status Changes	Salary	Additional Earnings	Fringes	Benefit Elections	<b>Distributions</b>
Right-click and add allocations									
Entity Segment	Cost Pool Segment	Commitment Source Segment	Allocation Start Date	Allocation End Date	Percentage Allocation				

- Run both the **Calculate and Allocate** procedures.

For step 9, you can use the massive calculation functions to calculate all changes at once. If you have distributed to a vacant position, make sure in the second calculation (Allocate Compensation to general ledger accounts), select "Vacancy" in the "Select Employee" box.

If you need help with...

- Technical issues, contact the UF Help Desk:
  - 392-HELP(4357)
  - [helpdesk@ufl.edu](mailto:helpdesk@ufl.edu)
- Policies and Directives, contact the UF Budget Office:
  - 392-2402
  - <http://cfo.ufl.edu/administrative-units/budget/>