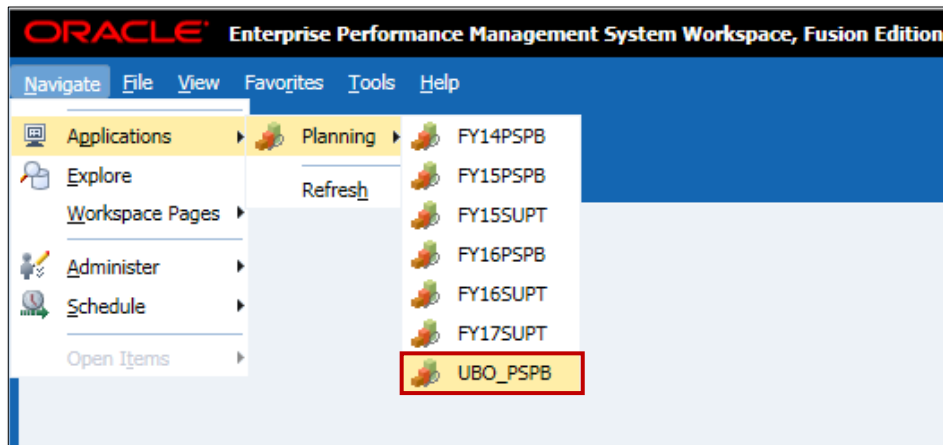


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## Assigning an Existing Employee

Set your [User Preferences](#) before you begin to work in the workspace.

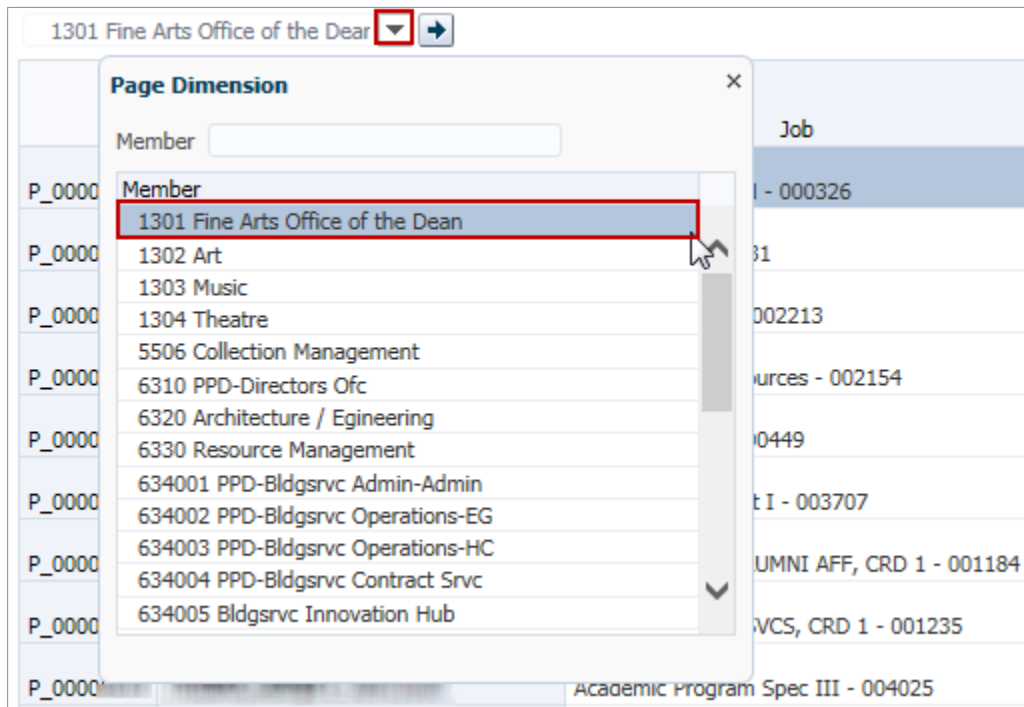
1. Open your project by going to **Navigate > Applications > Planning > UBO\_PSPB**.



2. On the left side of the page navigate to: **My Task List > Budget Preparation > Manage position and employee data > Maintain position data**.



- Before assigning an employee to the position, ensure you have selected the appropriate department. Click the **Entity** dropdown arrow and choose the department where the vacant position is listed. You can type the department code into the Member search box to find the department quickly.

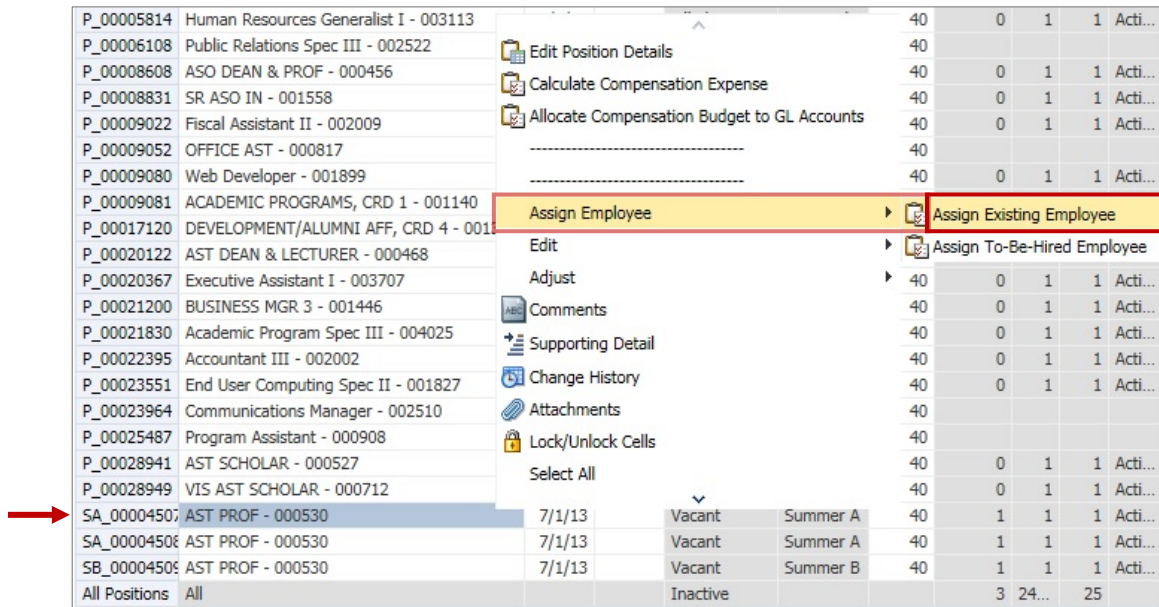


- Find the position you want to assign to the existing employee.

- Make sure the position status is **Vacant**.
- If it is NOT Budgeted, please assign FTE to the position first. There is a [Change FTE Instruction Guide](#) on the [Hyperion Budgeting Toolkit](#).

	Job	Position Start Date	Position End Date	Occupancy Status	Annual Salary Spread	Default Weekly Hours	Available FTE	40-Hour FTE	Total FTE	Status
P_00025487	Program Assistant - 000908	7/1/16		Not Budgeted	12 months	40				
P_00028941	AST SCHOLAR - 000527	7/1/16		Filled	12 months	40	0	1	1	Acti...
P_00028949	VIS AST SCHOLAR - 000712	7/1/16		Filled	12 months	40	0	1	1	Acti...
SA_00004507	AST PROF - 000530	7/1/13		Vacant	Summer A	40	1	1	1	Acti...

5. **Right-click** the line of the position for which you want to hire an existing UF employee.
6. Click the **Assign Employee** option and then click **Assign Existing Employee**.



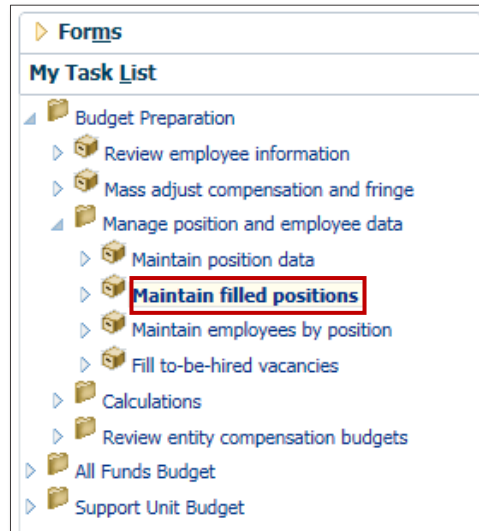
7. Click in the **Select Employee** field, delete "Vacancy" and enter the UFID of the employee.

Note that the UFID must start with **UFID\_**.

Runtime Prompts - Assign Existing Employee	
Prompt Text	Value
* Select Employee	UFID_39393939
* Enter FTE	1
* Enter Effective Date	7/1/13
Enter Union Code	None
Enter Full/Part Time	Full-time

8. Enter the correct FTE, Effective Date, Union Code and Full/Part Time status.
9. Click the **Assign** button.

10. To confirm the change, click the **Maintain filled positions** option and confirm the employee just assigned appears in the table.



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/>