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.
3. 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.

![Entity dropdown example]

4. 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](hyperion-budgeting-toolkit) on the [Hyperion Budgeting Toolkit](hyperion-budgeting-toolkit).

<table>
<thead>
<tr>
<th>Position</th>
<th>Start Date</th>
<th>End Date</th>
<th>Occupancy Status</th>
<th>FTE</th>
<th>40-Hour FTE</th>
<th>Total FTE</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>P_00025487</td>
<td>7/1/16</td>
<td></td>
<td>Not Budgeted</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>Act...</td>
</tr>
<tr>
<td>P_00028941</td>
<td>7/1/16</td>
<td></td>
<td>Filled</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>Act...</td>
</tr>
<tr>
<td>P_00028949</td>
<td>7/1/16</td>
<td></td>
<td>Filled</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>Act...</td>
</tr>
</tbody>
</table>
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_**.

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

- **Policies and Directives**, contact the UF Budget Office:
  - 392-2402
  - [http://cfo.ufl.edu/administrative-units/budget/](http://cfo.ufl.edu/administrative-units/budget/)