

## Assigning a To-Be-Hired Employee

For those positions not budgeted, you can assign a "To-Be-Hired" Employee as a place holder.

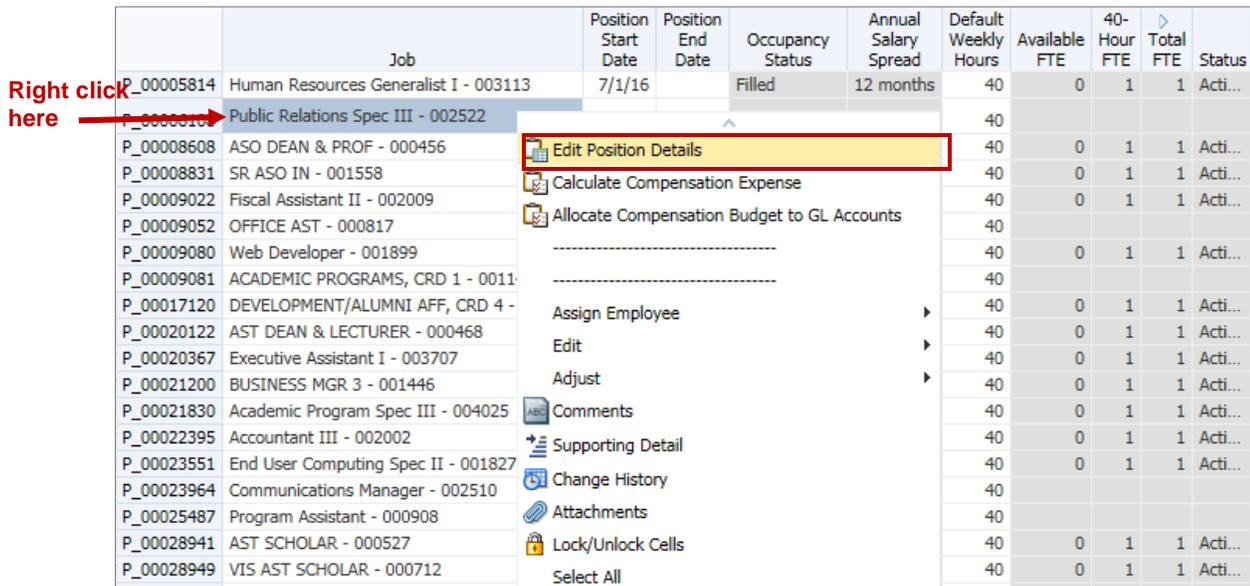
1. Navigate to: **My Task List->Budget Preparation > Manage position and employee data> Maintain position data.**



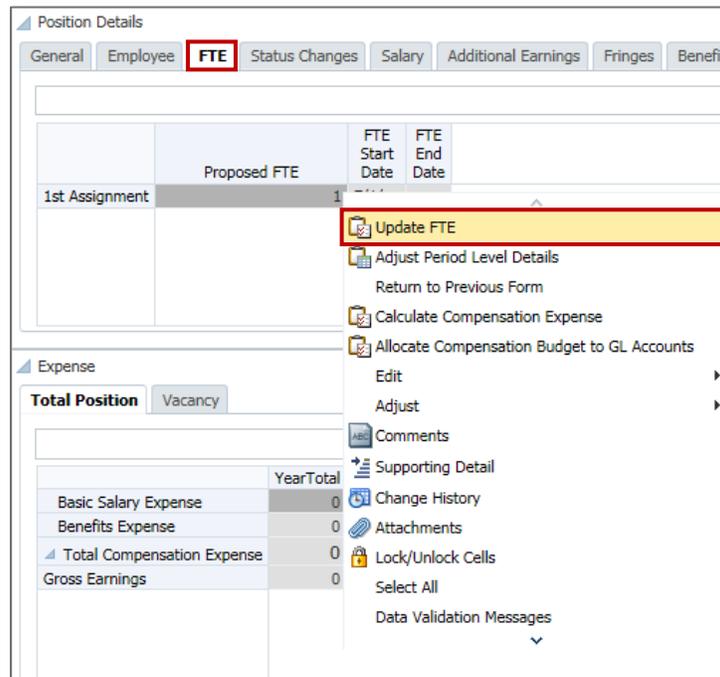
2. Note the Occupancy Status for this position is "Not Budgeted."

	Job	Position Start Date	Position End Date	Occupancy Status	Annual Salary Spread	Default Weekly Hours	Available FTE	40-Hour FTE	Total FTE	Status
P_00005739	ACADEMIC SUPP SVCS, CRD 1 - 001235	7/1/16		Filled	12 months	40	0	1	1	Acti...
P_00005814	Human Resources Generalist I - 003113	7/1/16		Filled	12 months	40	0	1	1	Acti...
P_00006108	Public Relations Spec III - 002522	7/1/16		Not Budgeted	12 months	40				

3. Right-click on the position and choose **Edit position details.**



- Click the **FTE** tab.
- Right-click anywhere in the blue area of the screen.
- Choose **Update FTE**.



- Input the FTE for this position.
- Remove the **Effective end date**.

Prompt Text	Value
* Enter FTE	.5
* Enter Effective Start Date	07-01-2016
Enter Effective End Date	

- Click **Add**.  
**NOTE:** your position should now read vacant in the occupancy status field.

	Job	Position Start Date	Position End Date	Occupancy Status	Annual Salary Spread	Default Weekly Hours	Available FTE	40-Hour FTE	Total FTE	Status
P_00005814	Human Resources Generalist I - 003113	7/1/16		Filled	12 months	40	0	1	1	Acti...
P_00006108	Public Relations Spec III - 002522	7/1/16		Vacant	12 months	40	1	1	1	
P_00008608	ASO DEAN & PROF - 000456	7/1/16		Filled	12 months	40	0	1	1	Acti...

10. From the **Maintain position data** menu option, right-click the **Position number**.
11. Point to the **Assign Employee** on the pop-up menu.
12. Click the **Assign To-Be-Hired Employee** option.

10. Right click here →

	Job	Position Start Date	Position End Date	Occupancy Status	Annual Salary Spread	Default Weekly Hours	Available FTE	40-Hour FTE	Total FTE	Status
P_00005739	ACADEMIC SUPP SVCS, CRD 1 - 001235	7/1/16		Filled	12 months	40	0	1	1	Acti...
P_00005814	Human Resources Generalist I - 003113	7/1/16		Filled	12 months	40	0	1	1	Acti...
P_00006108	Public Relations Spoc III - 002522	7/1/16		Vacant	12 months	40	1	1	1	Acti...
	1363	7/1/16		Filled	12 months	40	0	1	1	Acti...

Edit Position Details	7/1/16	Filled	12 months	40	0	1	1	Acti...		
Calculate Compensation Expense	7/1/16	Filled	12 months	40	0	1	1	Acti...		
Allocate Compensation Budget to GL Accounts	7/1/16	Not Budgeted	12 months	40						
-----	7/1/16	Filled	12 months	40	0	1	1	Acti...		
-----	7/1/16	Not Budgeted	12 months	40						
-----	7/1/16	Filled	12 months	40	0	1	1	Acti...		
11. Assign Employee										
				12. Assign Existing Employee	12 months	40	0	1	1	Acti...
Edit				Assign To-Be-Hired Employee	12 months	40	0	1	1	Acti...
Adjust					12 months	40	0	1	1	Acti...

13. Enter the name of the new employee or a placeholder name or description if unknown.
14. Be sure to indicate the correct Full/Part Time status, Union Code, FTE and Effective Date.

Prompt Text	Value
Enter Employee Number	"Unspecified Employee"
* Enter Employee Name	Malia Clarke
* Select FT/PT	Full-time
* Select Union Code	None
* Enter FTE	1
* Enter Hire Date	7-1-2016

15. Click the **Assign** button.
16. Note the message at the top indicating the Position was filled successfully and the Occupany Status is now "Filled".
17. To add salary and distribution to this To be Hired, please go to Maintain filled positions page.

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/>