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."

3. Right-click on the position and choose Edit position details.
4. Click the **FTE** tab.

5. Right-click anywhere in the blue area of the screen.

6. Choose **Update FTE**.

7. Input the FTE for this position.

8. Remove the **Effective end date**.

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

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.

15. Click the Assign button.

16. Note the message at the top indicating the Position was filled successfully and the Occupancy 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

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