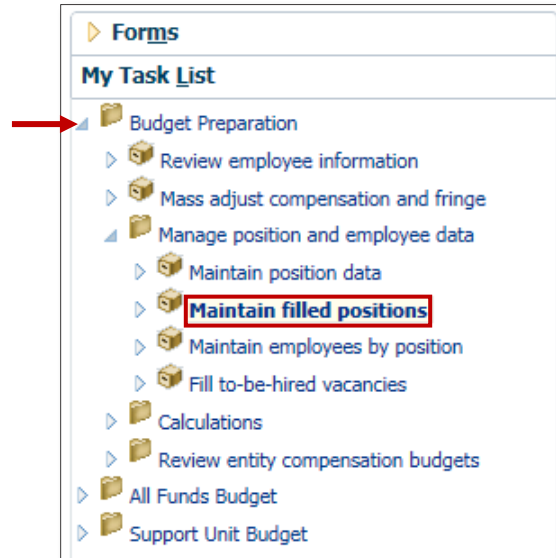


## Remove an Assignment

When someone leaves a position, you would remove the individual from the assignment.

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

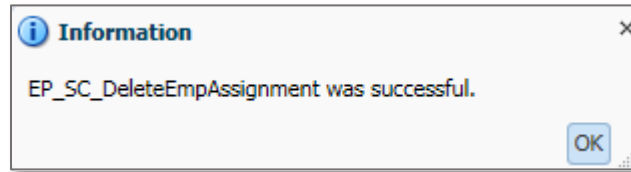


2. Right-click the **Employee** for the assignment you want to remove.
3. Click **Delete Employee Assignment** on the popup menu.

P_00004089	Thoms,Jim	021	LECTURER - 000531	7/1/16
P_00004779	Wilson, Amy	0600		7/1/16
P_00004869	Johnson, Mack	8080		7/1/16
P_00005734	Greenhill,Tawny	6890		7/1/16
P_00005736	Corden,James	0770		7/1/16
P_00005737	James,Pamela	9668		7/1/16
P_00005739	Lawrence,Gina	-225		7/1/16
P_00005814	Felicitano,Malcolm	160		7/1/16
P_00008608	Curtis,Dominique	4110		7/1/16
P_00008831	Clarke,Victoria	5490		7/1/16
P_00009022	Morton,Carrie	1936		7/1/16
P_00009080	Morrow,Holly	6930	Web Developer - 001899	7/1/16
P_00017120	Riser,Warren	4483	DEVELOPMENT/ALUMNI AFF, CRD 4 - 001363	7/1/16

A red arrow points to the 'Morrow,Holly' row with the text 'Right click here' next to it. A red rectangular box highlights the 'Delete Employee Assignment' option in the context menu for that row.

4. The employee is deleted.



You can go to the position data to see the change.

5. Click **Maintain position data** from the menu on the left.

- Note the position is now vacant.

1301 Fine Arts Office of the Dean

	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		Not Budgeted	12 months	40				
P_00008608	ASO DEAN & PROF - 000456	7/1/16		Filled	12 months	40	0	1	1	Acti...
P_00008831	SR ASO IN - 001558	7/1/16		Filled	12 months	40	0	1	1	Acti...
P_00009022	Fiscal Assistant II - 002009	7/1/16		Filled	12 months	40	0	1	1	Acti...
P_00009052	OFFICE AST - 000817	7/1/16		Not Budgeted	12 months	40				
P_00009080	Web Developer - 001899	7/1/16		Vacant	12 months	40	1	1	1	Acti...
P_00009081	ACADEMIC PROGRAMS, CRD 1 - 001140	7/1/16		Not Budgeted	12 months	40				
P_00017120	DEVELOPMENT/ALUMNI AFF, CRD 4 - 001363	7/1/16		Filled	12 months	40	0	1	1	Acti...

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/>