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.
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.

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/