UF Training & Organizational Development
Human Resources
UNIVERSITY *of* FLORIDA

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**.
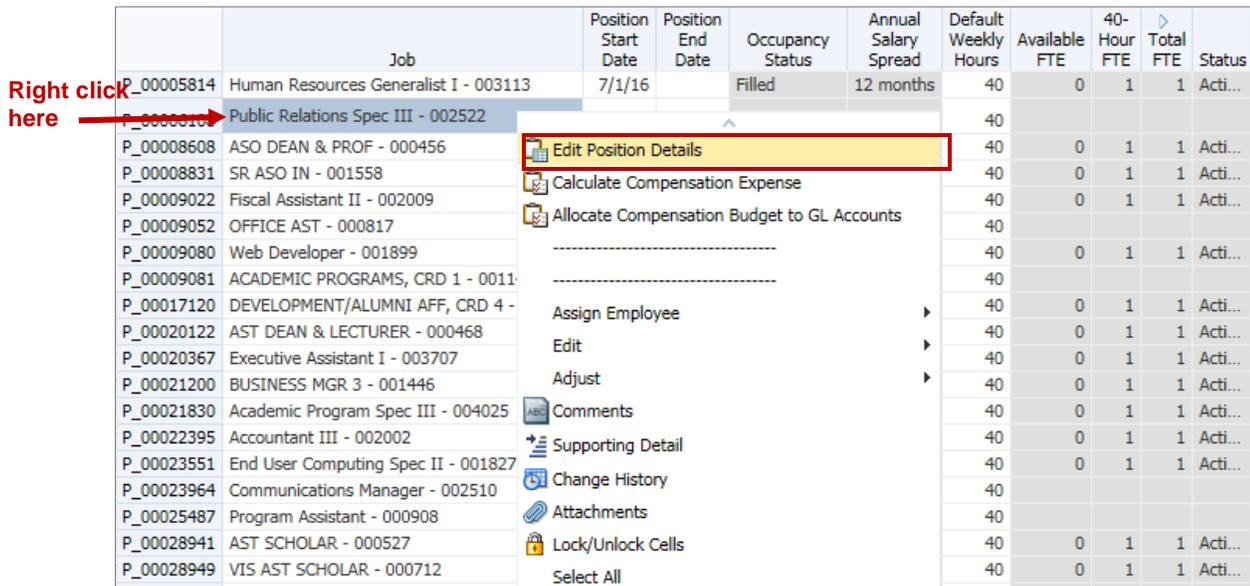
4. Click the **FTE** tab.

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

6. Choose **Update FTE**.
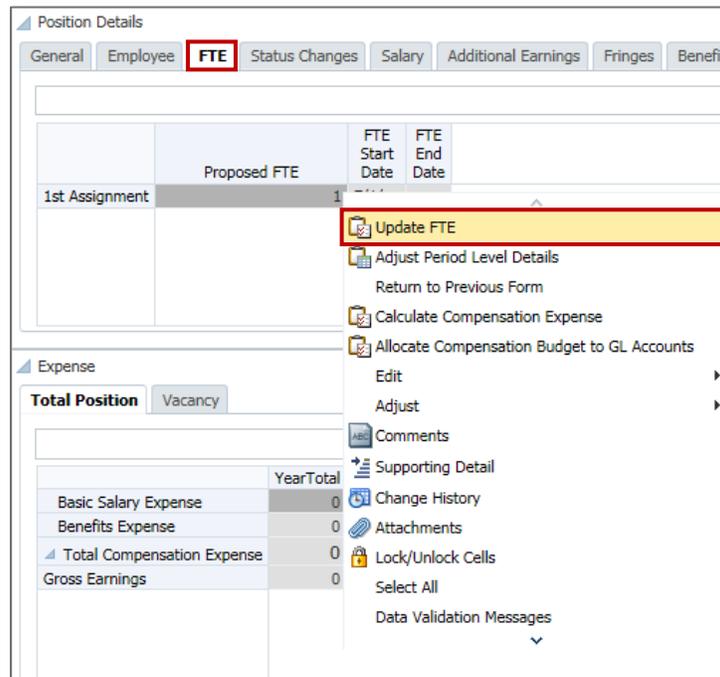
7. Input the FTE for this position.

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

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

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.

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 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

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