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.

		Job		Position Start Date	Position End Date	Occupancy Status	Annual Salary Spread	Default Weekly Hours	Available FTE	40- Hour FTE	⊳ Total FTE	Status
Right clic	P_00005814	Human Resources Generalist I - 00311	.3	7/1/16		Filled	12 months	40	0	1	1	Acti
here —	P_00000101	Public Relations Spec III - 002522				×		40				
	P_00008608	ASO DEAN & PROF - 000456	🔒 Edit	t Position (Details			40	0	1	1	Acti
	P_00008831	SR ASO IN - 001558	Cal Cal	culate Con	nensatio	40	0	1	1	Acti		
	P_00009022	Fiscal Assistant II - 002009				Dudaat ta CLA		40	0	1	1	Acti
	P_00009052	OFFICE AST - 000817	Ly: Allo	cate Com	pensation	Budget to GL A	ccounts	40				
	P_00009080	Web Developer - 001899						40	0	1	1	Acti
	P_00009081	ACADEMIC PROGRAMS, CRD 1 - 0011		Assign Employee								
	P_00017120	DEVELOPMENT/ALUMNI AFF, CRD 4 -	Ass						0	1	1	Acti
	P_00020122	AST DEAN & LECTURER - 000468	Edia						0	1	1	Acti
	P_00020367	Executive Assistant I - 003707	EUI						0	1	1	Acti
	P_00021200	BUSINESS MGR 3 - 001446	Adj	ust		40	0	1	1	Acti		
	P_00021830	Academic Program Spec III - 004025	ABC Cor	nments		40	0	1	1	Acti		
	P_00022395	Accountant III - 002002	*≞ Sup	Supporting Detail					0	1	1	Acti
	P_00023551	End User Computing Spec II - 001827							0	1	1	Acti
	P_00023964	Communications Manager - 002510	Cha	ange Histo	Ŋ			40				
	P_00025487	Program Assistant - 000908	Atta	achments				40				
	P_00028941	AST SCHOLAR - 000527	🔒 Loc	k/Unlock (40	0	1	1	Acti			
	P_00028949	VIS AST SCHOLAR - 000712	Sel	ect All				40	0	1	1	Acti

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

Position Details												
General Employ	vee FTE Sta	atus Chang	es Sal	ary	Additional Earning	gs Fringes	Benefit					
		-										
			FTE	FTE								
	Proposed	FTF	Start	End								
1st Assignment	Proposed	1	- /· /	Date								
Loc / looignment			Cound	ata ET								
			Litt Adju	ist Pei	nod Level Details							
			Return to Previous Form									
			🕞 Calc	ulate	Compensation Exp	ense						
			- 🕞 Allocate Compensation Budget to GL Accounts									
Expense			Edit 🕨									
Total Position	Vacancy		Adiust									
			Comments									
			+= c		- D-t-il							
		YearTotal		portin	g Detall							
Basic Salary Ex	xpense	0	🖾 Change History									
Benefits Exper	Benefits Expense 0			Attachments								
I Total Compensation Expense			🔒 Lock/Unlock Cells									
Gross Earnings 0			Select All									
			Data	a Valid	lation Messages							
					~							

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

Runtime Prompts - Update FTE							
Prompt Text	Value						
* Enter FTE	.5						
* Enter Effective Start Date	07-01-2016						
Enter 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

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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.

			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
10	Right click	P_00005814	Human Resources Generalist I -	003113	7/1/16		Filled	12 months	40	0	1	1	Acti
	here	P 00006108	Public Relations Spec III - 00252	2	7/1/16		Vacant	12 months	40	1	1	1	
		—	^		7/1/16		Filled	12 months	40	0	1	1	Acti
		Edit Posit	ion 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 C	Compensation Budget to GL Accou	ints	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				
				1363	7/1/16		Filled	12 months	40	0	1	1	Acti
	11.	Assign En	nployee	A 321	ssign Exis	ting Empl	oyee	12 months	40	0	1	1	Acti
		Edit		12. CA	ssign To-E	Be-Hired E	mployee	12 months	40	0	1	1	Acti
		Adjust		•	//1/16		Filled	12 months	40	0	1	1	Acti
				-	7/1/16		Gillad	12 months	40	0	- 1	1	A+i

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.

Runtime Prompts - Assign To-Be-Hired Employee							
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:
 - o 392-HELP(4357)
 - o helpdesk@ufl.edu
- Policies and Directives, contact the UF Budget Office:
 - o **392-2402**
 - o <u>http://cfo.ufl.edu/administrative-units/budget/</u>