Fill to-be-hired Vacancies

This feature was designed to fill a to-be-hired vacancy. Hires rarely happen during Hyperion budgeting process, so this form is mainly used for users to review all the to-be-hired for a selected entity. This form allows you to indicate the employee who is now assigned to a previously fill to-be-hired position. Here's how:

1. Navigate to: **My Task List > Budget Preparation > Manage position and employee data > Fill to-be-hired vacancies**.

2. From the Fill-to-be-hired vacancy menu, right-click **To be Hired**.

3. Select the **Replace To-Be-Hired with Existing Employee** option from the menu.
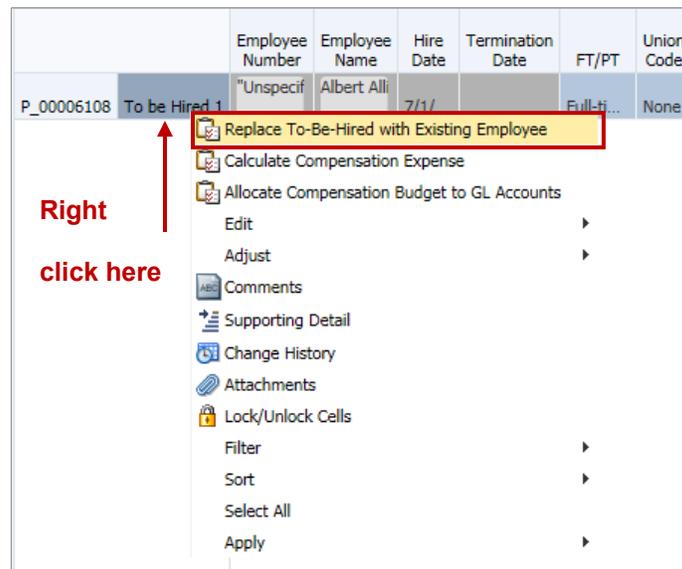
4. Enter the UFID of the individual into the Value field. Remember begin with UFID_

   NOTE: Remember the position hire date and the employee hire date must match for this process to run without error. If any changes need to be made, contact the UF Budget Office for assistance.

5. Click the **Replacement** button.

Runtime Prompts - Replace To-Be-Hired with Existing Employee	✕
Prompt Text	Value
📇⁺ * Select Employee	UFID_00950085 ✕
	Replacement | Cancel
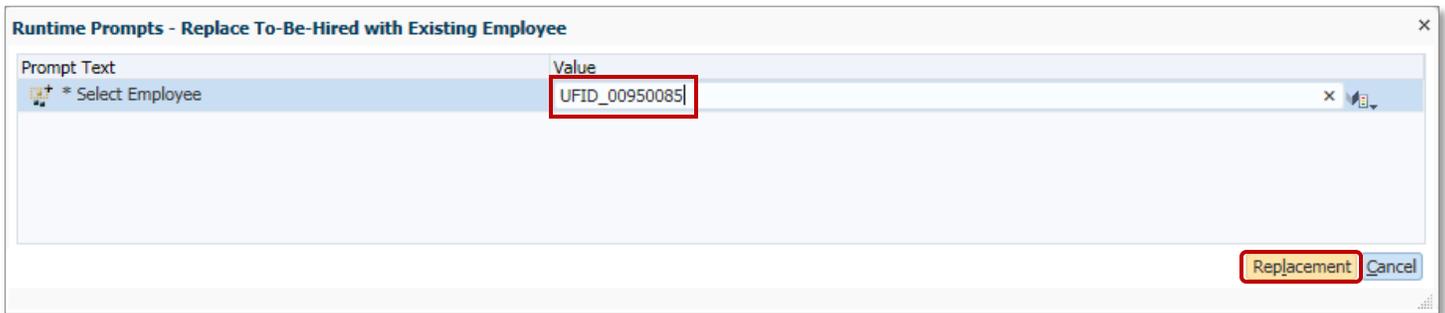
6. Note the position is now removed from the **Fill to-be-hired vacancy** menu.

Employee Number	Employee Name	Hire Date	Termination Date	FT/PT	Union Code	Position Number	Position Name	Job	Position Type	Position Start Date	Position End Date	Annual Salary Spread	Default Weekly Hours	Status

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/