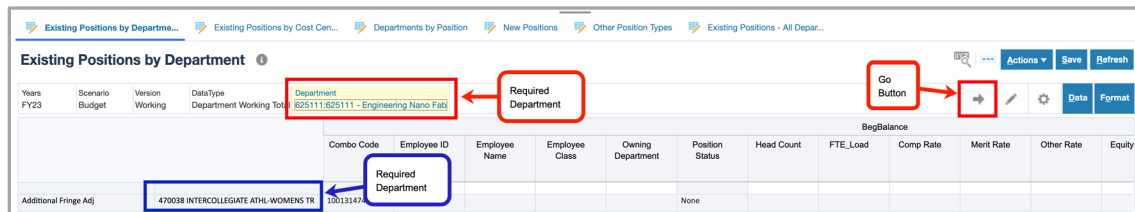
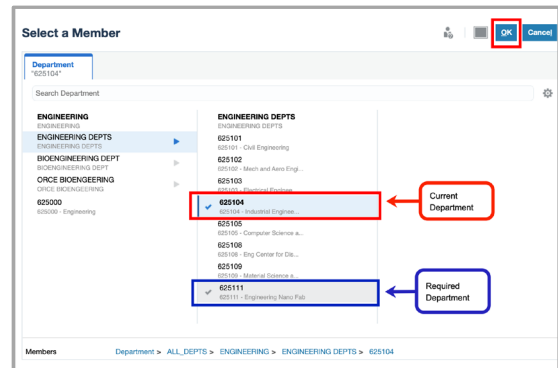


Add a Position to the Budget

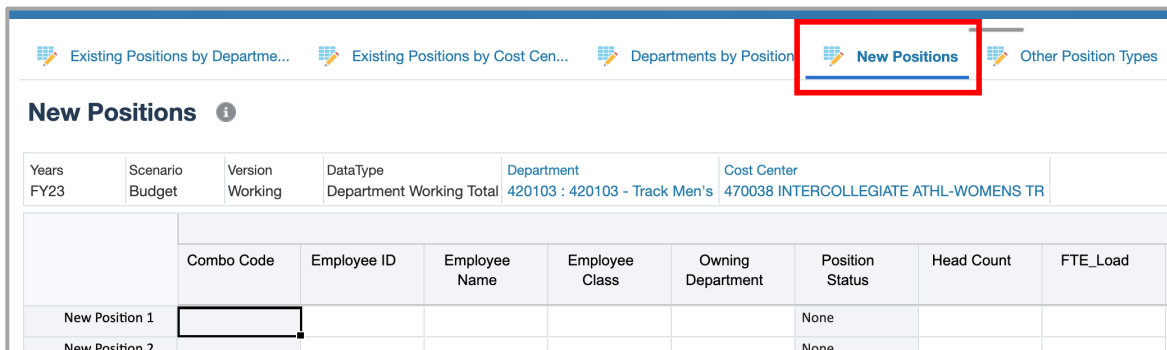
The purpose of this job aid is to explain how to add an existing Position or a new Position to the Budget.

NOTE: Changes are updated in real-time.

1. From the EPM homepage, select the **Departmental Budget** icon.
2. Select the **Position Budget Forms** icon.
3. Click **Existing Positions by Department** link.
4. Positions have been loaded by Funding Department tied to the funding cost center. This may be different than the Owning Department. Review the department number and name listed in the box marked "Department." If not selected, click on Department and search for the desired value. Once selected, click "Ok," choice will be highlighted in yellow. Click the "Go" arrow to update view.



5. Review positions listed. If the desired position to be added is not listed, click on the "New Positions" link. Review Department and Cost Center information. **Confirm you have selected the correct department and cost center combo first. If NO combo code loads automatically, the department/cost center do not currently tie together. The combo code is extremely important.** Adjust as necessary.



6. Adding New Position 1, New Position 2, etc. is performed by clicking in the cells across the grid and completing the following fields:

- Employee ID, without leading or ending spaces (blank for vacant position)
- Employee Name (ex. LastName,FirstName) (blank for vacant position)
- Employee Class (Faculty, Classified, A&P)
- Owing Department
- Head Count and FTE (Head Count zero for vacant position)
- Comp Rate (Base Salary)
- Distribution (e.g. 1=100%, 0.75 = 75%, 0.50 = 50%, etc.)
- Coverage code and benefit plan (blank for vacant position); contact Budget Resource for help if not known for filled position.

For Filled status positions - add the UTShare Position ID to Employee Name for tracking purposes.

- Enter "LastName,FirstName - P12345678" if position number is known
- Enter "LastName,FirstName - P#TBD" if position number is currently unknown

Years	Scenario	Version	DataType	Department	Cost Center						BegBalance	
FY24	Budget	Working	Department Working Total	625000 : 625000 - Engineering	315114 COE-Engineering Growth Fund							
	Combo Code	Employee ID	Employee Name	Employee Class	Owing Department	Position Status	Head Count	FTE_Load	Comp Rate			
New Position 1	100160373	1000011110	LastName,FirstName - P#TBD	CL	625000 - Engineering	Filled	1	1	45,000			
New Position 2	100160373					None						
New Position 3	100160373					None						

For Vacant status positions - add Comment to Employee ID field for Position ID tracking purposes.

- Right-click to add Comment to Employee ID field to enter known position # information (i.e. POS# and position description)

Comments

brooklyn.cotten@uta.edu
5/6/24 7:16 PM
POS#10234567 - Assistant Director
[Delete](#)

Enter Comments

Post **Close**

- Leave Employee ID and Employee Name blank for Position Status to display Vacant.

New Positions Actions Save Refresh											
Years	Scenario	Version	Data Type	Department	Cost Center						
FY25	Budget	Working	Department Working Total	625000 - Engineering	315114 COE-Engineering Growth Fund						
	Combo Code	Employee ID	Employee Name	Employee Class	Owning Department	Position Status	Head Count	FTE_Load	Comp Rate	Merit	
New Position 1	100160373			A&P	625000 - Engineering	Vacant	0	1	70,000		
New Position 2	100160373					None					
New Position 3	100160373					None					
New Position 4	100160373					None					
New Position 5	100160373					None					

For New Position records, review and update for all known Employee Name, Employee ID and Position #'s before budget is closed. Insure that Employee Name hasn't changed since initial entry.

NOTE: If a new position is added incorrectly, it can be deleted if still highlighted in yellow or if already saved by clicking in the cell and deleting the information then saving.

- After saving the data, Position Status changes to Vacant or Filled position (depending if a name and Empl ID are supplied); Fringe Subtotal calculates at the default unless updated to actuals using drop-down; FTE Subtotal and FTE Classified are calculated.
- The New Position is displayed in the Existing Positions by Department and the Existing Positions by Cost Center data forms.