



## Assign an Employee to a Vacant Position in EPM

The purpose of this job aid is to explain how to assign an employee to a vacant position in EPM.

**Note:** Changes are made in real-time.

- 1. From the EPM homepage, select the **Departmental Budget** icon.
- 2. Select the **Position Budget Forms** icon.
- 3. Click Existing Position by Department or Existing Position by Cost Center on the menu.
- 4. Review the Department or Cost Center listed in the box for Department or Cost Center.
- 5. If incorrect, click on **Department** or **Cost Center** for the desired department or cost center.



6. Once the desired Department or Cost Center is selected, click **OK**. The Department or Cost Center should be highlighted in yellow.

epartment 5102"			
Search Department			
ENGINEERING		ENGINEERING DEPTS	
ENGINEERING DEPTS ENGINEERING DEPTS	•	625101 625101 - Civil Engineering	Current
BIOENGINEERING DEPT BIOENGINEERING DEPT	►	<ul> <li>625102 625102 - Mech and Aero Engine</li> </ul>	Department
ORCE BIOENGEERING ORCE BIOENGEERING	►	625103 625103 - Electrical Engineering	
625000 625000 - Engineering		625104 625104 - Industrial Engineering	
		625105 825105 - Computer Science and	Required
		625108 825108 - Eng Center for Dista	Department
		625109 825109 - Material Science and	
		625111 825111 - Engineering Nano Fab	

- 7. Click the **GO** 🔿 🖉 arrow.
- Locate the position to which you want to add the employee, scroll down the worksheet or click in the Search icon and enter the position name or position number.
- 9. Enter the required employee information into the position fields.
  - Employee ID: Type in
  - Employee Name: Type in Last Name first, First Name last
  - Employee Class Select the entry (e.g. A&P, CLS, FAC) from the drop-down menu
  - Owning Department Enter Department number or click the drop-down menu and select
  - Head Count
  - FTE\_Load
  - Comp Rate (Salary): Update as needed



- Distribution (e.g. 1=100%, 0.75 = 75%, 0.50 = 50%, etc.): Update as needed
- Fringe cannot be modified from the vacant setting. To update, you must contact the Budget Resource for adjustment.
- 10. Once all fields are entered, the cells will be yellow. Click the button. The modified cells turn to white, and a confirmation window appears *"The data has been saved"*, click OK.

(i) Information	
Messages for this page are listed (1) The data has been saved. (1) Rule was run successfully	below.
	ОК

**NOTE**: After saving the data form, Position Status changes to Filled and Fringe Subtotal, FTE Subtotal, and FTE Classified are calculated.

11. The position is displayed as **FILLED. All information entered on one form copies to all position forms once the data is successfully saved.**