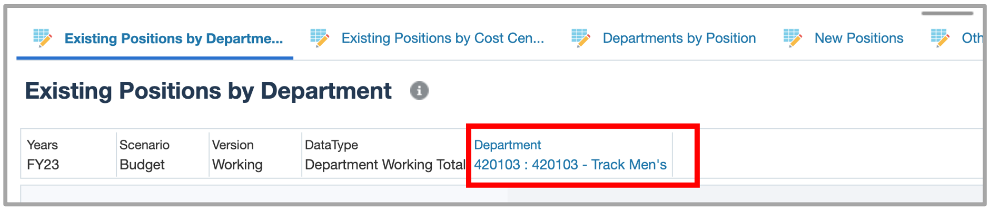
Assign an Employee to a Vacant Position in EPM

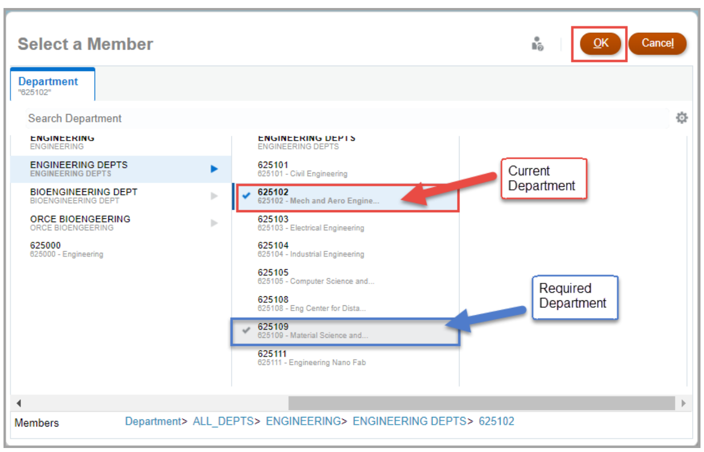
The purpose of this job aid is to explain how to assign an employee to a vacant position in EPM.

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.



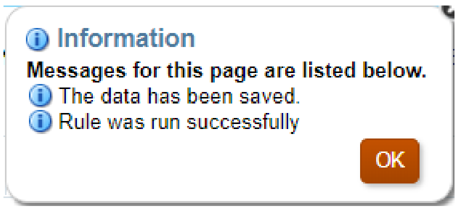
6. Once the desired Department or Cost Center is selected, click **OK.** The Department or Cost Center should be highlighted in yellow.



7. Click the **GO**  arrow.
8. 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 Save button. The modified cells turn to white, and a confirmation window appears ""*The data has been saved*", click OK.



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.**