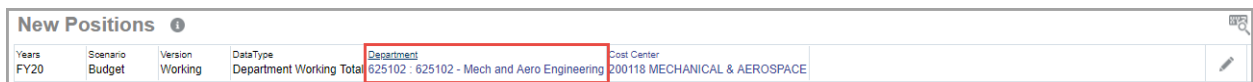


Vacate Position in EPM

The purpose of this job aid is to explain how to vacate a position when removing an employee from a department or cost center, but the position and all attributes remain the same for the position.

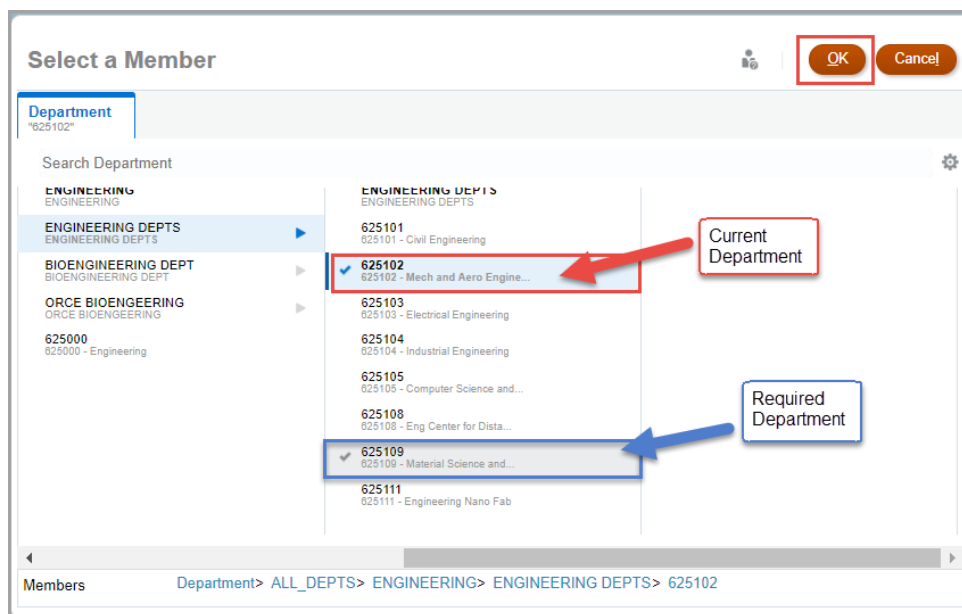
Note: Changes are updated in real time.

1. From the EPM homepage, select the **Departmental Budget** icon.
2. Select the **Position Budget Forms** icon.
3. Bring up the **Existing Position by Department** or the **Existing Positions by Cost Center** data form. Positions have been loaded by Funding Department associated to the Funding Cost Center. This may be different to the Owning Department.
4. Review the Department number and name listed in the box marked “Department”.
5. If incorrect, click on Department and search for the desired department.



Years	Scenario	Version	DataType	Department	Cost Center
FY20	Budget	Working	Department Working Total	625102 - Mech and Aero Engineering	200118 MECHANICAL & AEROSPACE

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



Select a Member

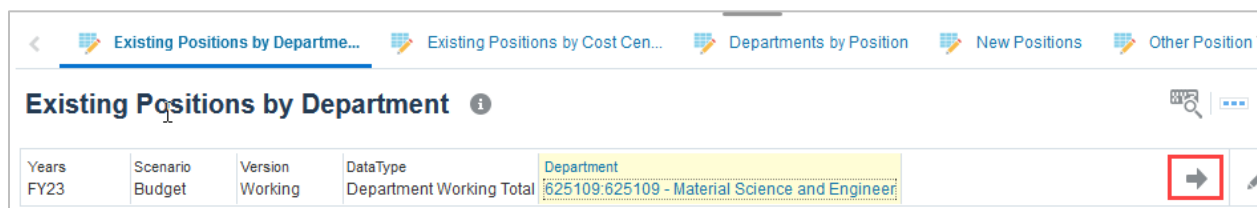
Department: 625102

Search Department

Department	Department Name
625101	625101 - Civil Engineering
625102	625102 - Mech and Aero Engin...
625103	625103 - Electrical Engineering
625104	625104 - Industrial Engineering
625105	625105 - Computer Science and...
625108	625108 - Eng Center for Dista...
625109	625109 - Material Science and...
625111	625111 - Engineering Nano Fab

Members: Department > ALL_DEPTS > ENGINEERING > ENGINEERING DEPTS > 625102

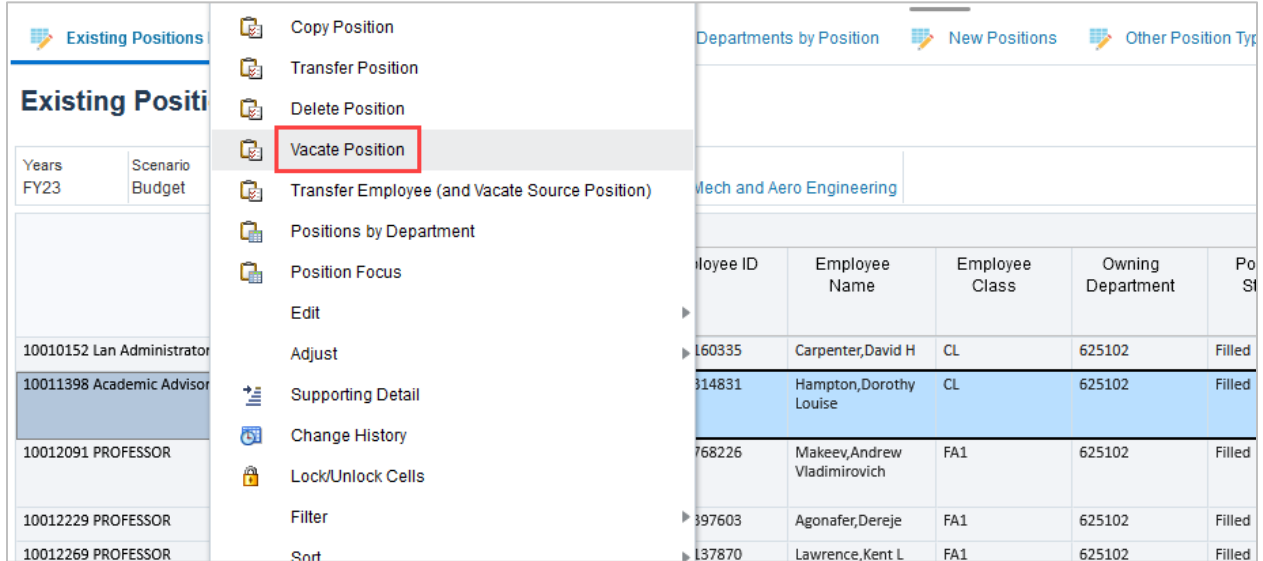
7. Click the **GO** arrow.



Existing Positions by Department

Years	Scenario	Version	DataType	Department
FY23	Budget	Working	Department Working Total	625109:625109 - Material Science and Engineer

8. Locate the position you want to vacate by scrolling down the data form or clicking the Search icon and enter the position name or position number
9. Right click on the position cell and select **Vacate Position**. A pop-up window identified as “Action Menu – Vacate Position Ruleset” will appear.



Existing Positions

Existing Positi

Years FY23 Scenario Budget

10010152 Lan Administrator

10011398 Academic Advisor

10012091 PROFESSOR

10012229 PROFESSOR

10012269 PROFESSOR


- Copy Position
- Transfer Position
- Delete Position
- Vacate Position**
- Transfer Employee (and Vacate Source Position)
- Positions by Department
- Position Focus
- Edit
- Adjust
- Supporting Detail
- Change History
- Lock/Unlock Cells
- Filter
- Sort


Departments by Position New Positions Other Position Typ


Mech and Aero Engineering


Employee ID	Employee Name	Employee Class	Owning Department	Pos St
160335	Carpenter,David H	CL	625102	Filled
114831	Hampton,Dorothy Louise	CL	625102	Filled
1768226	Makeev,Andrew Vladimirovich	FA1	625102	Filled
1397603	Agonafer,Dereje	FA1	625102	Filled
137870	Lawrence,Kent L	FA1	625102	Filled

Action Menu - Vacate Position Ruleset

* Select Position 

* Select Cost Center 

* Select Department 

* Select DataType 

Launch **Cancel**

- After verifying the required fields are updated, click the Launch button.
- A confirmation window updating that the action was successful appears. Click **OK**.

Note: Position ID, combo code and ALL attributes will remain. Position should now reflect a "VACANT" status, and fringe defaults to vacant attributes.

**If an employee is deleted in error, the information can be entered back in the position; however, the fringe attributes will have been lost. Fringe will revert to the vacant amount. To add the fringe attributes back in, you will need to contact the Budget Resource for adjustment.

***When vacating a Position if that position is split-funded, you must perform operations for ALL distributions (cost centers).