Add New Zero-Dollar Assignment

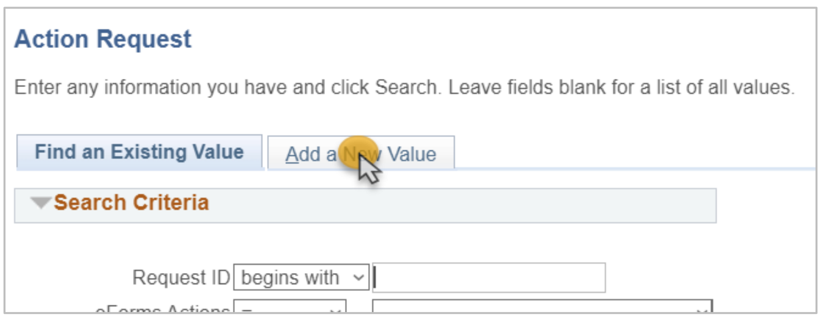
There may be times when a department needs to assign an employee to a zero-dollar position. Departments must first have a vacant zero-dollar position into which they can assign the employee.

Creating a Zero-Dollar Position

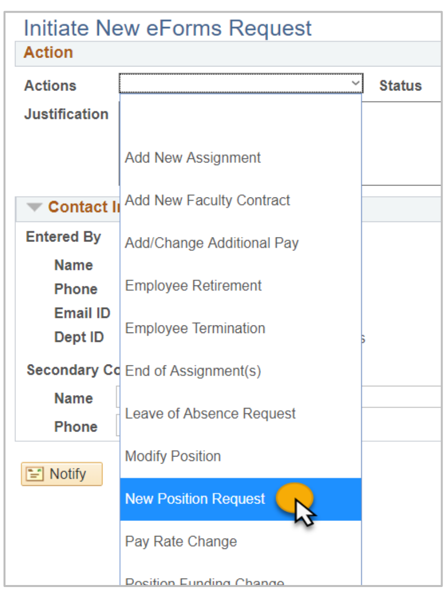
If a department needs a zero-dollar position to assign an employee into, submit an eForm to request the new position ID.

1) In UT Share, navigate to the **Action Request** page at **NavBar > Menu > HRMS > UTZ Customizations > eForms for HR/Payroll Actions > Action Request**.

2) Click the **Add a New Value** tab.



3) The **Initiate New eForms Request** page is displayed. Select **New Position Request** from the **Actions** drop-down menu.



4) Complete the **Action** section.

Enter the following fields:

A. Justification

B. Position Effective Date

C. If the department already has a zero-dollar position, the new position can be created by copying the position. To do this, enter the position number of the established position in the Copy Position field to copy the details (position attributes) to your new request (i.e. Department, Job Code/Title, Standard Hours, FTE, etc.).

5) Complete the **Proposed Position Information** section.

The **Proposed Position Information** section is used to enter the key attributes for the position. If the **Copy Position** feature was used, modify fields as necessary. Otherwise, you must complete all the required fields in this section.

Enter the following position attributes:

A. Department

B. Job Code - once the Job Code is entered, several position attributes will auto populate.

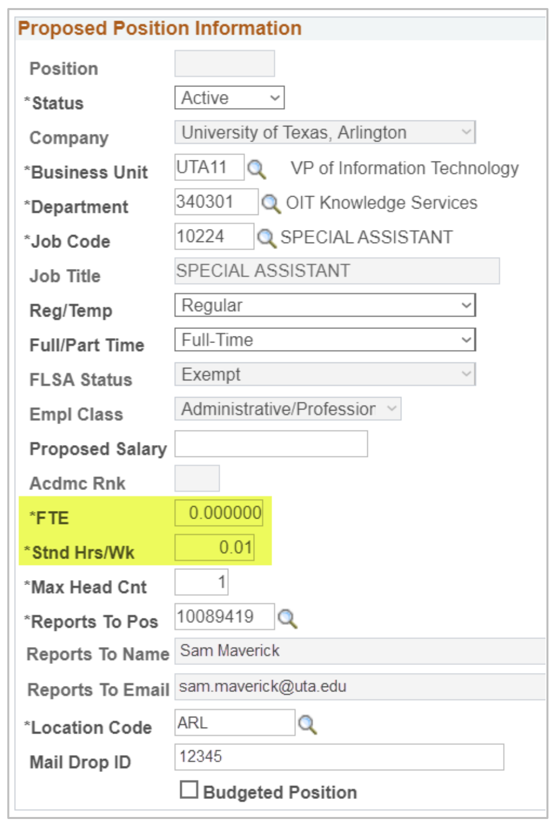
C. FTE – adjust the FTE to 0 – This is an important step as this is what makes the position a "Zero-Dollar" position

D. Stnd Hrs/Wk - responsive and will adjust to 0.01 once the FTE is entered

E. Reports to Position - Once the Report to Pos is entered, the "Reports To Name" and "Reports To Email" will auto populate if the Reports to position is filled).

F. Location Code

G. Mailbox Drop ID (campus P.O. Box number)



6) Complete the **Proposed Funding** section.

Even though there will be no salary paid for the zero-dollar appointment, the New Position eForm requires that funding information be entered.

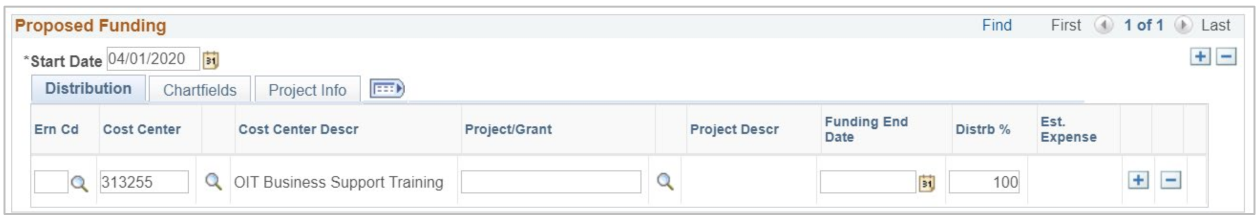
Enter the following fields:

A. Start Date - Enter the effective date for the Proposed Funding in the Start Date field.

B. Cost Center and or Project/Grant – enter the owning cost center or project ID, or both if being used by a cost share.

C. Funding End Date – enter if using a Projects or Cost Shares; should be the end of the assignment, the project or fiscal year; whichever date is first. If the funding source is a Cost Center, leave the Funding End Date field blank.

D. Distribution percentage - Enter "100" for the funding percentage.


Proposed Funding — Find First 1 of 1 Last

*Start Date 04/01/2020

Distribution | Chartfields | Project Info

Ern Cd	Cost Center	Cost Center Descr	Project/Grant	Project Descr	Funding End Date	Distrb %	Est. Expense
	313255	OIT Business Support Training				100	

7) Click **Save**.

Once the form is saved, a **Request ID** number is assigned and the form status is displaying "Saved" at the top of the form.

The **Review Available Funds** page will automatically display once you have clicked save. This page is used to view the current condition of your Budget.

8) Add **Attachments** and **Comments.**

A. Expand the Attachments section and click the Add/Delete button to upload relevant support documentation.

B. Expand the Comments section and click the Add/Edit button to include any special remarks. (Optional)

Note: Attachments and Comments cannot be added unless you have clicked Save.

9) For Zero-Dollar appointments, the Form Procedures section can be left blank.

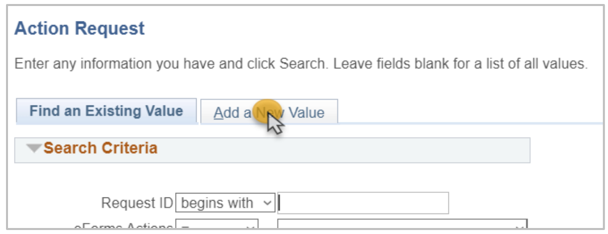
10) If applicable, expand the **Contact Information** section to add the name and telephone number of a secondary contact for the New Position Request form.

11) After completing the eForm, click the **Submit** button to send the document for approval. The eForm **Status** changes to "Pending Approvals" and the current Workflow approvals routing is displayed.

Assigning an Employee to a Zero-Dollar Position

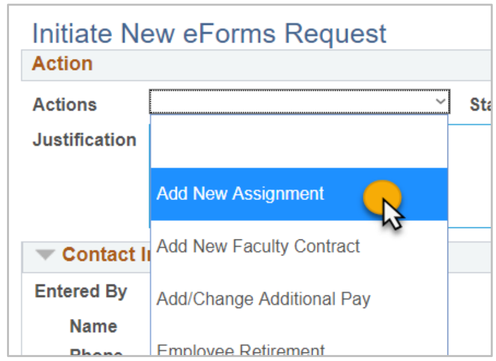
Once the eForm creating the position has moved to status “Completed” and the position ID obtained, an Add New Assignment eForm will be needed to assign the employee into the zero-dollar position.

1) In UT Share, navigate to the **Action Request** page at **NavBar > Menu > HRMS > UTZ Customizations > eForms for HR/Payroll Actions > Action Request**.
2) Click the **Add a New Value** tab.



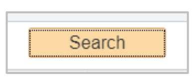
3) Select the **Add New Assignment** Form

4) Complete the **Justification** field.



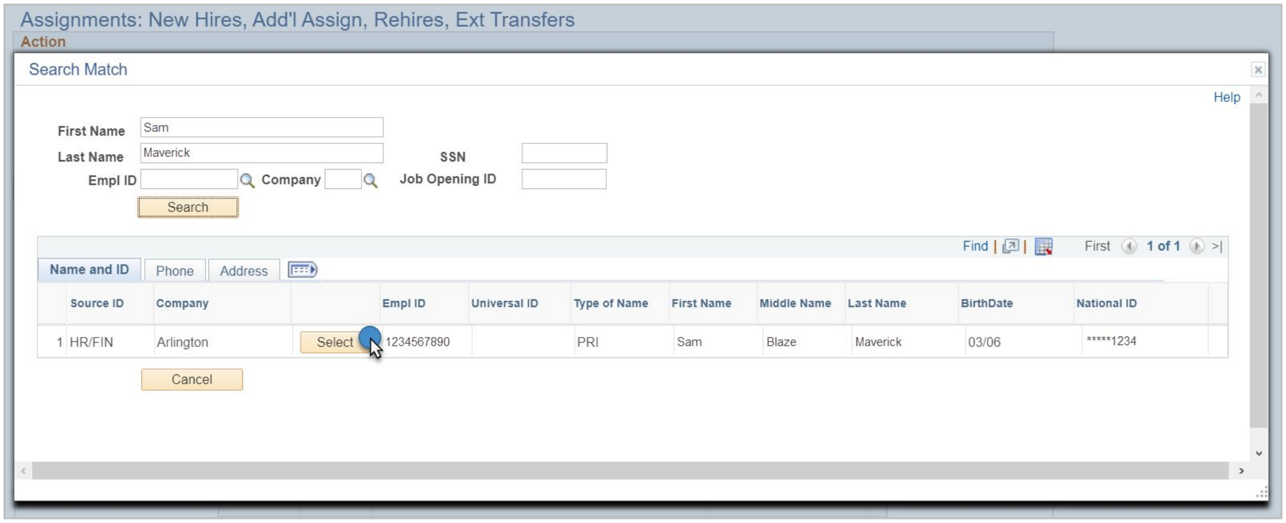
5) Complete the **Employee Information** section.

   The **Employee Information** section is used to identify the incumbent you are assigning to the position. When assigning an existing employee to an appointment, perform a **Search Match**.

   A. Click on the “**Search**” button. 

   B. Enter the employee’s **First Name** and **Last Name**, and if have, the **Empl ID**. Click the **Search** button.

   C. The employee should populate in the search results below. Click on the “**Select**” button to select the employee for the eForm.



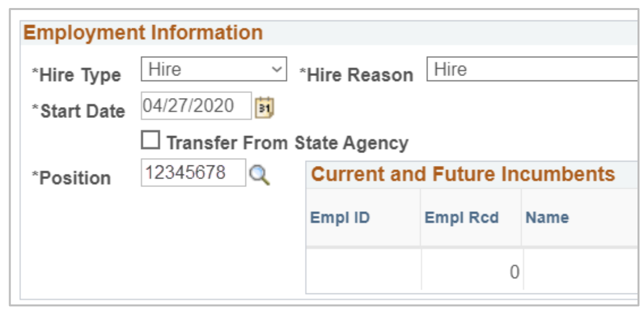
6) Complete the **Employment Information** section.

   A. Hire Type – use the type "Hire"

   B. Hire Reason – use the reason "Hire"

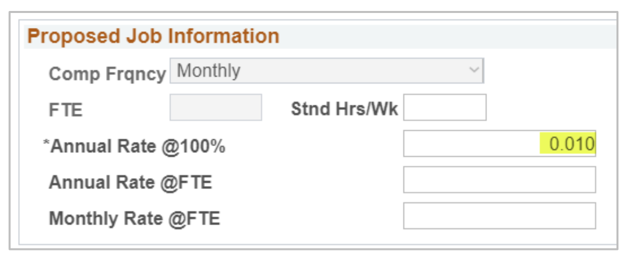
   C. Start Date

   D. Position



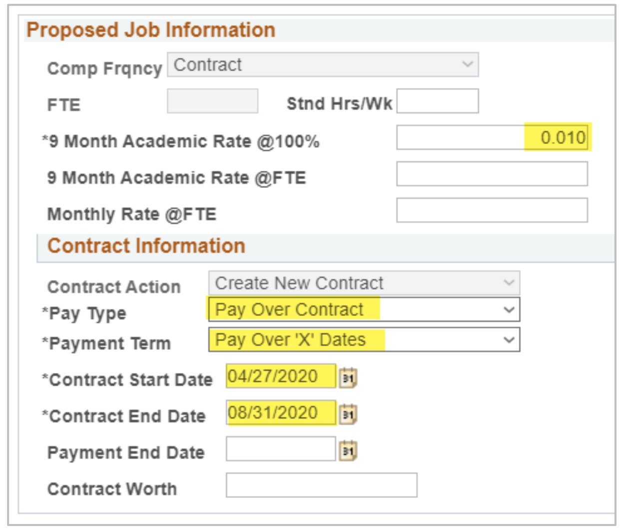
7) Complete the **Proposed Job Information** section. Entry in this section is required by the eForm.

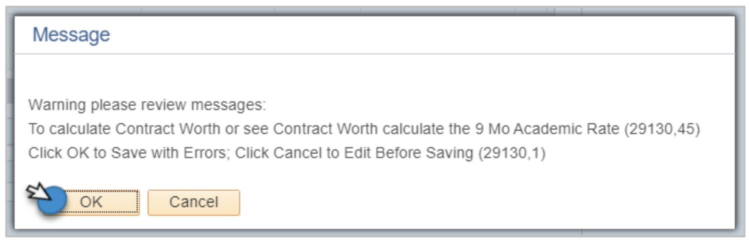
For **Staff** positions, in the "*Annual Rate @100%" field, enter "0.01".



For **Faculty** positions, in the "*9 Month Academic Rate @ 100%" field, enter "0.01". For the "Pay Type", select "Pay Over Contract", and for the "Payment Term", select "Pay Over 'X' Dates". The "*Contract Start Date" should populate with the hire date; for the "*Contract End Date" enter the end of the semester or length of time the faculty will need the zero-dollar assignment.

Note: When submitting a faculty assignment, you may receive a warning regarding the Contract Worth. Click OK to continue; this is only a warning and not a hard stop for submitting the eForm.





8) Do not modify the information on the Proposed Personal Information section.

   The Personal Information section is used to enter or update the incumbent's information. The employee's Current Personal Information will populate. As this is not an appointment for the employee's primary job, do not make changes to Personal Information.

9) Complete the **Proposed Position Information** section.

   Based on the Position number entered in the Employment Information section, the position attributes are displayed in the Current Position Information section. Confirm that the position shows an **FTE of "0.00"** with Standard Hrs of **"0.01"**.

12) Complete the **Proposed Funding** section.

   Even though there will be no salary paid for the zero-dollar appointment, the New Position eForm requires that funding information be entered.

   Note: The Proposed Funding section should show the funding for the entirety of the fiscal year (beginning September 1) regardless of the effective date of the funding change. For example, if the position funding change is to be effective March 1, the Proposed Funding section should show the prior funding with Start Date September 1 and a Funding End Date of February 28, then an additional Funding Period row added, with Start Date March 1.

   If the position effective date (aka the date the position was created) was within the Fiscal Year (after September 1), the Start Date should reflect the date the position was initially made effective.

   Also, position funding from a Project will need to include a Funding End Date of either the end of the Fiscal Year (August 31) or the end of the Project, whichever comes first.

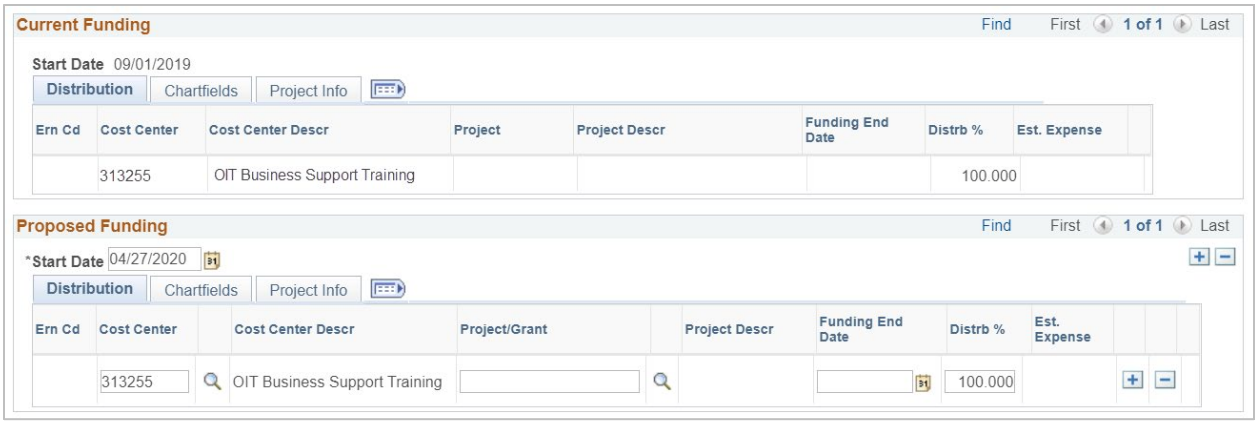
Enter the following fields:

A. Start Date - Enter the effective date for the Proposed Funding in the Start Date field.

B. Cost Center and or Project/Grant – enter the owning cost center or project ID, or both if being used by a cost share.

C. Funding End Date – enter if using a Projects or Cost Shares; should be the end of the assignment, the project or fiscal year; whichever date is first. If the funding source is a Cost Center, leave the Funding End Date field blank.

D. Distribution percentage - Enter “100” for the funding percentage.



10) Click **Save** and Review Available Funds.

Once the required fields (indicated with an *asterisk) are completed, click **Save**. Once the form is saved, a **Request ID** number is assigned and the form status is displaying “Saved” at the top of the form.

The **Review Available Funds** page will automatically display once you have clicked save. This page is used to view the current condition of your Budget.

11) Add **Attachments** and **Comments**.

A. Expand the Attachments section and click the Add/Delete button to upload relevant support documentation.

B. Expand the Comments section and click the Add/Edit button to include any special remarks.

Note: Attachments and Comments cannot be added unless you have clicked Save.

12) For Zero-Dollar appointments, the Form Procedures section can be left blank.

13) If applicable, expand the **Contact Information** section to add the name and telephone number of a secondary contact for the New Position Request form.

14) After completing the eForm, click the **Submit** button to send the document for approval. The eForm **Status** changes to “Pending Approvals” and the current Workflow approvals routing is displayed.

15) Once the eForm is processed and moved into “Completed” status, the employee will be assigned to the zero-dollar position.