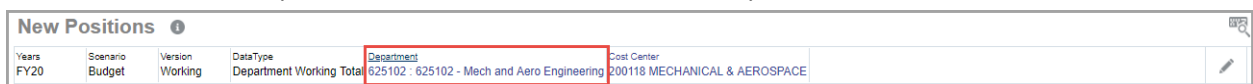


Vacate Position in PBCS (formerly Transfer Out an Employee)

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.

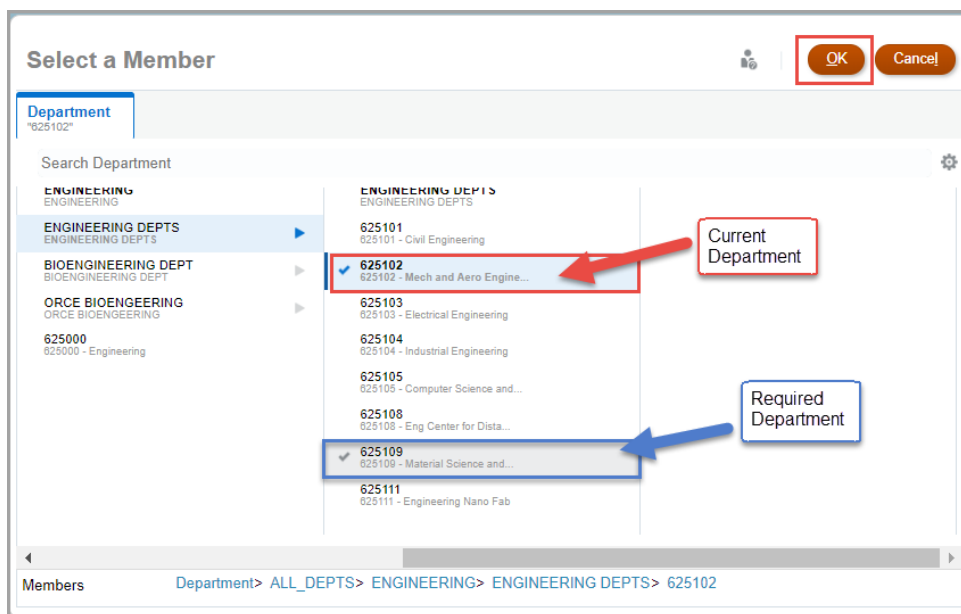
Note: Changes are updated in real time.

1. From the PBCS 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	Data Type	Department	Working Total	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

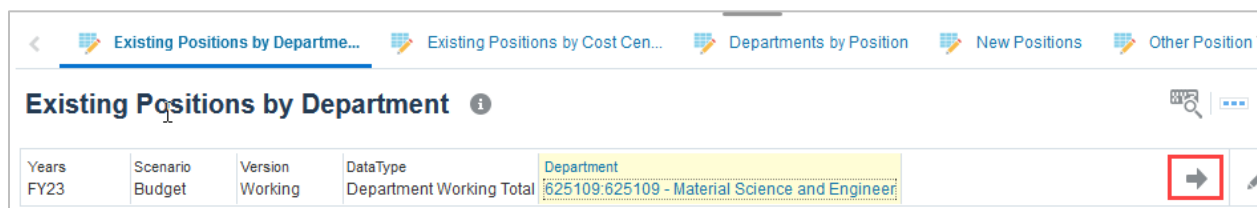
Department: 625102

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

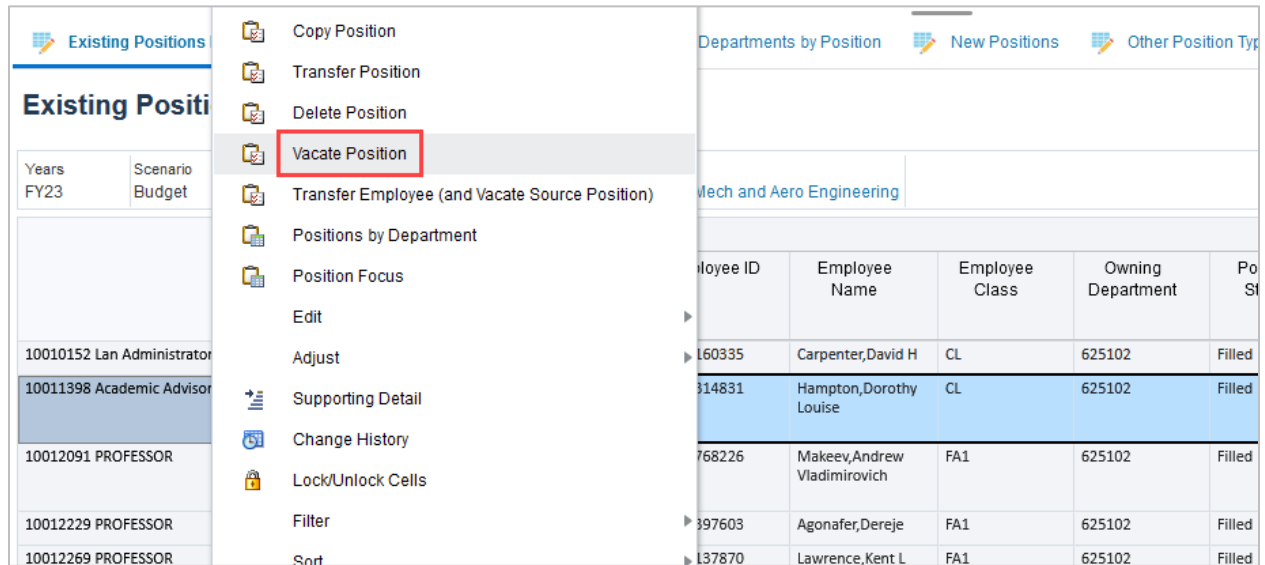
7. Click the **GO** arrow.



Existing Positions by Department

Years	Scenario	Version	Data Type	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

Years: FY23 | Scenario: Budget


10010152 Lan Administrator
10011398 Academic Advisor
10012091 PROFESSOR
10012229 PROFESSOR
10012269 PROFESSOR


Action Menu - Vacate Position Ruleset


- 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


Employee ID	Employee Name	Employee Class	Owning Department	Position Status
160335	Carpenter, David H	CL	625102	Filled
114831	Hampton, Dorothy Louise	CL	625102	Filled
1768226	Makeev, Andrew Vladimirovich	FA1	625102	Filled
1997603	Agonafer, Dereje	FA1	625102	Filled
1137870	Lawrence, Kent L	FA1	625102	Filled

Action Menu - Vacate Position Ruleset

* Select Position: 

* Select Department: 

* Select Cost Center: 

* 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 back to the vacant amount. To add 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).