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.

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

7. Click the **GO** arrow.

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.

10. After verifying the required fields are updated, click the Launch button.

11. 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).***