

# Updating an Employee in an existing Position

## 1. Look Up Position Number.

**General Ledger Tasks**

- Budget
- Budget Distribution**
- Configuration
- Funding
- HR Employee Information
- Position Data
- Reporting/Dashboards

**Budget Distribution**

**Find an Existing Value** Add a New Value

**Search Criteria**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches: Choose from recent searches | Saved Searches: Choose from saved searches

Set ID: begins with  
Department: begins with  
Position Number: begins with 40016246  
Description: begins with  
Empl ID: begins with  
Empl Record: =  
Name: begins with

Show fewer options

Case Sensitive  Include History  Correct History

Search Clear

Nothing yet  
Your search results will appear here

## 2. Hit Cancel or Okay.

**Budget Distribution**

**Find an Existing Value** Add a New Value

**Search Criteria**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches: Choose from recent searches | Saved Searches: Choose from saved searches

Set ID: begins with  
Department: begins with  
Position Number: begins with 40016246  
Description: begins with  
Empl ID: begins with  
Empl Record: =  
Name: begins with

Show fewer options

Case Sensitive  Include History  Correct History

Search Clear

Nothing yet  
Your search results will appear here

The ABR for Position 40016246 has changed to 70,219.44 from 67,129.20 (32001,726)  
Press OK to accept the new ABR or Cancel to keep the existing ABR.

OK Cancel

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3. If you hit OK, this pulls the former employee who was active effective 07/01/2023.

**Budget Distribution**

Set ID RVCMP Department D01245 BPMN Administration Dept  
 Position 40016246 RSCH ADM 2 CX ( Active )

**Budgeting Entry**

**Job Data Snapshot** Personalize | Find | First 1 of 1 Last

Job details 1	Job details 2	FFM
Name	Empl ID	Empl Rcd
1 Lan Huong Bishop	10649917	
Effective Date	Eff Seq	Department
0 06/25/2023	6	D01245
Job Code	Job Code Descr	
004486	RSCH ADM 2 CX	

\*Effective Date: 07/01/2023 Eff Seq: 0 \*Status: Active Default Funding Entry

**Position Budget**

Position FTE	1.000000	Annualized Budget Rate	\$67,129.20	Refresh ABR
Max Position Head Count	1	Adjustment Amount		
Total Position FTE	1.000000	Per Headcount Total Budget	\$67,129.20	
Current Job Headcount	1	Total Position Budget	\$67,129.20	
Total Job FTE	1.00			

**Budget Distribution**

*Earn Code	Combination Code	Entity	Fund	Activity	HR Dept	Account	Function	Program	Project	Flex1	Flex2	OTC Indicator	Budget End Date
1 REG	001476735	1511	19900	A01074	D01245	511000	40	000	0000000000	00000000	00000000		
2 REG	001476736	1511	19900	A01074	D01245	511000	44	000	0000000000	00000000	00000000		

Created by: 10001521 Last Upd DTTm 08/31/23 4:52:26PM  
 Last Upd by: 10001521

4. Scroll right, click “+” and scroll left.

Find | View All | First 1 of 1 Last

Personalize | Find | First 1-2 of 2 Last

Seq	Department	Job Code	Job Code Descr
6	D01245	004486	RSCH ADM 2 CX

Default Funding Entry

Annualized Budget Rate \$67,129.20 Refresh ABR

Per Headcount Total Budget \$67,129.20

Total Position Budget \$67,129.20

Personalize | Find | First 1-2 of 2 Last

HR Dept	Account	Function	Program	Project	Flex1	Flex2	OTC Indicator	Budget End Date	Budget FTE	Budget Amount	*Budget Sub	STF Flag
D01245	511000	40	000	0000000000	00000000	00000000			0.25	\$16,782	Staff-S	☑
D01245	511000	44	000	0000000000	00000000	00000000			0.75	\$50,347	Staff-S	☑

Last Upd DTTm 08/31/23 4:52:26PM

Add Update/Display Include History Correct Hi

# Updating an Employee in an existing Position

5. Enter the new effective date and click “Active”. Then the record is updated with the new employee.

**General Ledger Tasks**

Set ID: RVCMP Department: D01245  
Position: 40016246 RSCH ADM 2 CX ( Active )

**Budgeting Entry**

**Job Data Snapshot**

Job details 1	Job details 2
Name	Empl ID
1 Erinn Seefeldt	10699961
Effective Date	Empl Rcd
12/10/2023	0
Eff Seq	Department
0	D01245
Status	Job Code
Active	004486
	Job Code Descr
	RSCH ADM 2 CX

\*Effective Date: 12/10/2023 Eff Seq: 0 Status: Active Default Funding Entry

**Position Budget**

Position FTE	1.000000	Annualized Budget Rate	\$69,217.20	Refresh ABR
Max Position Head Count	1	Adjustment Amount		
Total Position FTE	1.000000	Per Headcount Total Budget	\$69,217.20	
Current Job Headcount	1	Total Position Budget	\$69,217.20	
Total Job FTE	1.00			

**Budget Distribution**

*Earn Code	Combination Code	Entity	Fund	Activity	HR Dept	Account	Function	Program	Project	Flex1
1 REG	001478735	1511	19900	A01074	D01245	511000	40	000	0000000000	00000000
2 REG	001478736	1511	19900	A01074	D01245	511000	44	000	0000000000	00000000

Created by: 10001521 Last Upd DTM: 08/31/23 4:52:26PM  
Last Updt by: 10001521