

Fill Vacancy

The steps below demonstrate how to **Fill a Vacancy**. You can use this action with any type of vacancy, including Leave Backfills and Limited Terms. Leave Backfills are generally filled with temporary hires.

The Recommendation to Fill form is required when filling a vacancy with an external candidate.

Step 1: Enter the Effective Date the position will be filled.

NOTE: You must enter the Effective Date **before** you select any action. The Effective Date will become display-only after the action is selected.

Step 2: Select the Fill Vacancy action. The overall funding source for the vacant position must balance or be positive in order to Fill the position.

Step 3: Enter the Name and Employee ID of the person you want to Fill the Vacancy.

Step 4: Click OK to save the changes and return to the Staffing Summary page.

ViewChange

Department 6987 Imagination Fiscal Year 2014
 Location 110 Imagination K-8 General Fund Balance 0.500
 Employee Title I Balance 0.090
 Title IC Balance 0.000

Notes SMT Help
 Actions Glossary

Effective Date	Seq	Action	Name	Empl ID	Rcd #	Position #	Assig
07/01/2013	1	Vacancy			0	00006998	Teach Span
07/01/2013	2	Fill Vacancy	Mouse, Mickey	029999	0	00006998	Teach Span

Fill Vacancy
 Inactivate Position
 Location Change
 Modify Position

OK Cancel Apply

Step 5: View the row in the Vacant Positions section.

Note that the  next to the row has changed to a , indicating a change and that the employee's name and ID are now displayed.

Staffing Summary Limited Term Staffing Summary Funding Summary Allocations & Balances

Department 6987 Imagination Fiscal Year 2014
 Location 110 Imagination K-8 General Fund Balance 0.500
 Status Open Title I Balance 0.090
 Title IC Balance 0.000

Approve & Submit SMT Help
 Open Edit Employee Lookup
 Run SMT Roster

Filled Positions

View/Change	Assignment Title	Vacancy Status	Total FTE	Effective Date	Position #	Name	Empl ID	Rcd #	Empl Status	Notes
▲	Teacher-K8 Gr 5	Inactive		07/01/2013	00002453			0		
▲	Principal-K8	Recruit	1.000	07/01/2013	00003668			0		
▲	Teacher-K8 LA/Reading	Inactive		06/30/2014	00004914			0		
▲	Tchr-Gr 7-8 Math/sci 3-8 tech			06/30/2014	00005736	Lindbergh, Charles	017548	0		
▲	Tchr-Gr 7-8 Math/sci 3-8 tech	Inactive		06/30/2014	00005736			0		
▲	Teacher-K8 Gr 1 Spanish Imm	Fill	1.000	07/01/2013	00006998	Mouse, Mickey	029999	0	Active	
▲	School Secretary-K8	Recruit	1.000	07/01/2013	00007022			0		
▲	Assistant Principal-K8	Recruit	1.000	07/01/2013	00011010			0		

The action is complete!

You have now filled a vacancy.