

Unassignment

The steps below demonstrate how to **Unassign** an employee. You can **Unassign** an employee fully (e.g. change their FTE to 0) or partially (e.g. 0.50 employee working at the site and 0.50 Unassigned).

Please make sure you verify the contractual requirements before you Unassign an employee.

Step 1: Enter the Effective Date for the Unassignment.

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 Unassignment from the Action list.

The screenshot shows the 'ViewChange' interface for employee Christie Agatha. At the top, there are fields for Department (6987), Location (110), Employee (005439), Fiscal Year (2014), General Fund Balance (0.450), Title I Balance (0.090), and Title II Balance (0.000). Below this is a table with columns: Effective Date, Seq, Action, Name, Empl ID, Rcd #, Position #, Assignment Title, Vacancy Status, Empl Status, Dept ID, Loc, Work Days, and Posn FTE. Row 1: 07/01/2013, 1, Baseline, Christie Agatha, 005439, 0, 00007000, Teacher-K8 Gr 1-2, Active, 6987, 110, 190, 1.000. Row 2: 07/01/2013, 2, Modify Position, Christie Agatha, 005439, 0, 00007000, Teacher-K8 Adv/Vocal Music, Active, 6987, 110, 190, 1.000. Row 3: 07/01/2013, 3, Unassignment, Christie Agatha, 005439, 0, 00007000, Teacher-K8 Adv/Vocal Music, Active, 6987, 110, 190, 0.000. A dropdown menu is open for the 'Unassignment' action, listing options like End Employment, Leave of Absence, Location Change, etc. The 'Unassignment' option is selected.

Step 3: Read the pop-up message information about Unassignment and Click OK to continue the Unassignment process.

The screenshot shows a 'Message' pop-up window. The text inside reads: 'Enter FTE the Employee will continue to work, or 0 if the unassignment is full. (20000,38)' and 'Unassignment letter submission is required.' At the bottom center, there is an 'OK' button circled in red.

Step 4: Enter the new FTE the employee will work. If you are fully unassigning the employee, enter "0.00".

If you are partially unassigning the employee, enter the new amount the employee will work (for example, "0.50").

Step 5: Click OK to save the changes and return to the Staffing Summary page.

This screenshot is similar to the first one, but the 'Posn FTE' field in the third row of the table is now 0.00. The 'OK' button at the bottom is circled in red.

Step 6: Note that the  next to the row has changed to a , indicating a change.

Also note that the FTE for a fully unassigned employee is now blank; for a partially unassigned employee the FTE will be reduced.

No vacancy is created as a result of the Unassignment action.

View / Change		Name	Assignment Title	Total FTE	Emp Status	Effective Date	Notes	Position #	Empl ID	Rcd #
1		Angelou, Maya	Teacher-K8 Gr 5	1.000	Active	06/30/2014		00001269	003249	0
2		Baez, Joan	Teacher-K8 Gr 4			07/01/2013		00006999	021138	0
3		Banderas, Antonio	Teacher-K8 Gr 4 Spanish Imm	0.500	Active	07/01/2013		00000382	016830	0
4		Banderas, Antonio	Teacher-K8 Gr 4 Spanish Imm	0.500	Leave	07/01/2013		00000382	016830	1
5		Charles, Ray	Teacher-K8 Gr 1 Spanish Imm			08/01/2013		00006998	017595	0
6		Christie, Agatha	Teacher-K8 Art/Vocal Music	0.500	Active	07/01/2013		00007000	005439	0
7		Curie, Marie	Principal-K8			07/01/2013		00003668	011362	0
8		Dali Salvador	Teacher-K8 Gr 3 Spanish Imm	1.000	Active	07/01/2013		00010948	021101	0

Step 7: Complete necessary Unassignment notices.

Send a copy of the Unassignment notice to:

- The affected employee
- Human Resources

Unassignment notices are available on the HR Website under Staffing Handbook or by calling your Staffing Team member.

The action is complete!

You have now unassigned an employee.