## Budgeting for Vacant Positions

If your department has approved positions that are unfilled during the budget process you should budget for them in the 2013 Base Budget version.

Select the plan the position should be budgeted in and then select correct union sheet. Click on the **Add Row(s)** button on the toolbar (has a plus on it) or right click and select **Add Row**. (Delete rows the same way)
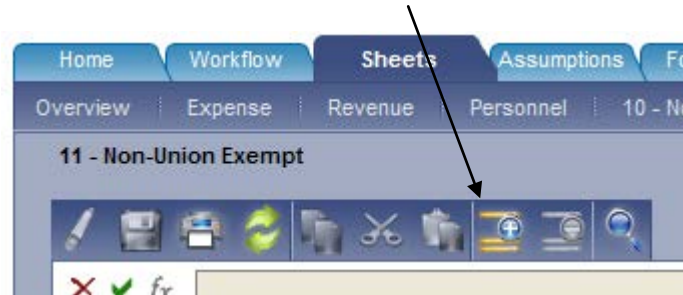
- **Plan**: Select the plan you would like to allocate the employee's costs to.

  NOTE: If you need to allocate an employee to a plan that someone else is responsible for budgeting, please contact Budget & Finance.

- **Employee Number**: Enter TBD

- **Job Title**: Enter the job title of the open position. Please use the same letter case and punctuation as existing job titles.

- **Name**: Enter VACANT as the employee name.

- **Headcount**: This equals the full time equivalent that the employee will work. If an employee will be allocated to more than one plan, enter the amount of their time that should be charged to that particular plan. When entering Headcount information, be sure to place a decimal point in front of the number. For example, if an employee works half time, type .50 not 50. If a person is full time and allocated to multiple plans please be sure their FTE is equal to 1.00.

- **Average Salary**: This will be calculated based on the average daily hours worked, union code, step, range and last step date. After you select **Save**, the Average Salary will be calculated.

- **Average Daily Hours**: Choose the number that best corresponds to your employees work schedule from the drop down menu. For example, if a person is a 35 hour per week employee, their average daily hours would be 7. If a person works 20 hours per week, their average daily hours would be 4.

- **Employee Type**: Choose type A (Regular Full-Time), B (Regular Part-Time), C (Part-time, On-Call less than 50%), or D (Part-time, On-Call less than 50%).

- **Union Code**: Select the correct number from the drop down menu. (The numbers are included in the titles of the Union sheets).

- **Pension Code**: Select from the drop down menu.

        01 – PERS 1
        02 – PERS 2
        03 – PERS 3
        04 – PSERS 2
        05 – PERS 2 JMB
        21 – LEOFF 1
        22 – LEOFF 2
        EL1 – PERS (Elected)
        EL2 – PERS 2 (Elected)
        RLF – LEOFF Retiree
        RP1 – PERS 1 Retiree
        RP2 – PERS 2 Retiree
        RPN – PERS Retiree Ineligible Position

- **Range**: Enter the range the employee would be hired at.

- **Step**: Select the step the employee would start at.

- **Benefits**: Yes or No. An amount will be calculated based on the selection.

- **Hire Date**: Enter an estimated start date.

- **End Date**: Not applicable unless your vacant position is seasonal/intern.

- **Last Step Date**: Enter the estimated start date.