

Vacate Employee from Forecast Positions - HRS6200

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This utility is used to remove an employee from all positions that the employee occupies without performing a change in position (CIP) to remove.

This utility is for forecast records only.

Vacate an employee from forecast positions:

Field	Description
Employee	Begin typing the employee name or number. As you type the data, a drop-down list of corresponding data is displayed. Select an employee, and click **Retrieve**. Or, click ⋮ to perform a search in the Employees directory. Type data in one or more of the search fields. Click **Search**. A list of data that matches the search criteria is displayed. Select an employee name from the list. Otherwise, click **Cancel**.
Vacate	Select to vacate the employee from the position currently displayed. **Note**: After selecting positions that should be vacated, click **Save**, and the employee will be removed from the position. If the employee has supplement positions and all regular positions are being vacated, the supplements must be vacated also. If the employee has multiple regular positions, and not all of the regular positions are being vacated, then vacating the supplement positions is not required.

❑ Click 🔍 to display the detail information for the selected row.

- If **Accept Chgs** is selected, you can choose to vacate the employee from the position.
- If **Accept Chgs** is not selected, the employee cannot be vacated from the position, and **Vacate** is not displayed on the page.

Position Type	This field is display only and is populated based on the job code.
Position Number	This field is display only.
Position Description	This field is display only.
Billet Number	This field is display only and indicates the five-digit billet number used to identify the job position within the position number.
Sch YR	This field is display only and indicates the school year.
Job Code	This field is display only and identifies the job (e.g., 0001 = Superintendent, 1003 = 10 month - 3rd Grade Teacher).
Status	This field is display only and indicates the current status of the position.

❑ Click **Save** to save the changes.


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