



MEMORANDUM

TO: Deans, Directors, Department Heads
HR Department Representatives
Budget Managers/Salary Preparers

FROM: Renisha Gibbs, Associate Vice President and
Finance & Administration Chief of Staff
Katie Perkins, Chief Budget Officer, University Budgets

THRU: Kyle C. Clark, Senior Vice President for Finance & Administration

SUBJECT: Inactivating Vacant Positions

DATE: February 27, 2024

This memorandum outlines procedures for inactivating vacant positions.

Across the university, many departments have vacant positions that are active yet appear to be unneeded. These superfluous positions can have various negative results, including inaccurate budgeting and reporting. The Office of Human Resources and the Budget Office are working to identify and inactivate such positions.

The attached Excel files list vacant positions as of February 26, 2024. Enter your home department(s) in the prompt to list any vacant positions under your purview.

- The ELIGIBLE FOR INACTIVATION file contains active vacant positions that have not been filled or advertised since fiscal year 2018-19. Unless you take action, these positions will be inactivated effective March 14, 2024. If you would like a position under your purview to remain in active status, email kperkins@fsu.edu no later than March 12, 2024, including the position number and reason it should remain active.
- The FOR REVIEW file contains the remaining active vacant positions. While no action is required relative to these positions at this time, we highly encourage you to review the list and inactivate positions that are no longer needed. Information on maintaining your positions in OMNI is available on the [HR Website](#) under ePAF+ Activities.

We appreciate your assistance with this effort.

Questions related to maintaining your positions in OMNI can be directed to Compensation Services at HR-Compensation@fsu.edu, while questions on position budgeting can be directed to the Budget Office at budget@fsu.edu.

Thank you.