What do I do if a position assigned to a role in PATH is currently vacant?

Tell Me

To view the table of Financial Roles, refer to the Organizational Hierarchy, Roles, and Responsibilities section of the Financial Management Guidelines.

1. A notification message with a blue background will appear at the top of your screen if you have any Role Assignments where there has been no position assigned or the position is vacant, as per this example,

   ![Notification Message]

   1. There are 6 assignments that do not have a person assigned. Go to the Role Assignments page to update them.

2. In most cases, you will keep the position assigned to the role as appropriate.
   a. When a new employee is hired into the position, PATH will automatically update to reflect the new employee in that position, however, you may add an Interim Assignment or Temporary Assignment, depending on the circumstance, until the vacant position is filled. See this FAQ.
   b. The College/Admin Business Officer will receive weekly notifications until the vacant position has been given an Interim Assignment or Temporary Assignment or until the position is filled.

3. If the position responsible for the duties in the role has changed, you can change the position assigned to the role. See this FAQ.

Related FAQs

- How do I enter Role Assignments in PATH?
- What do I do if a position assigned to a role in PATH is currently vacant?
- Why can't I see the Role Assignments in PATH that expected to see?
- How do I set up interim and temp assignments in PATH?
- How do I access a list of campus business officers and business coordinators?