The **Funding Change** eForm may be used to update the funding for a position within your department. **This eForm does not contain compensation data and it is important to calculate amounts/% prior to creating the eForm.**

1. Begin by selecting the eForms Tile under Employee Self Service and Select Create New Request.

2. The **eForms Portal Paglet** is displayed. Select Create New Request or search "View Existing Requests" to find a saved request.

3. The **Initiate New eForms Request** page displays:
   •The **Action** drop down contains the list of eForms.
   •Use the **Justification** text box to explain or "justify" the reason for the new eForm action.
   •The **Request ID** number and **Request Date** are assigned once saved and/or submitted. This number may be used to identify and track the request.
   •The **Processing Messages** link displays any messages (warnings, etc.) received once the eForm has been fully processed
   •The **Request History** link provides an audit trail of the "after submission" including names, dates, times and actions taken.

4. Select **Funding Change** from the Action drop down list.

5. Enter **Position Number** of the position, or click the magnifying glass to search. The **Show as of field** defaults to the beginning of the current fiscal year. **Date needs to be changed to effective date funding needs to update**.

6. The **Incumbent** section will display the current incumbent's information, if the position is filled. The **Current Position Information** will display current position attributes. **Important to validate Dept ID is correct.**

7. The **Current Funding** section will display the position's current funding as of the most recent funding record. In the **Proposed Funding** section, if needed, change the date to match the Show as of field; click the + button to add additional funding sources and/or start dates. Ensure **Distrb %** = 100%.

8. Click the **Save** button.

   Note: A request ID number is now assigned.

9. Expand the **Attachments** or **Comments** section to include any attachments or special comments.

10. Click the **Submit** button.