Job Aid – Update Position Funding

The Funding Change eForm may be used to update the funding for a position within your department.

1. Begin by selecting the eForms Tile under Employee Self Service and Select Create New Request
2. The eForms Action Request page is displayed. You may search for an existing eForm request (Find a New Value) or create a new request (Add a New Value). Select the Add a New Value tab.
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 Status displays the current status of the eForm once saved and/or submitted.
   •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 form 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 the Position Number of the position, or click the magnifying glass to search. The Funding Start Date will default to the beginning of the current fiscal year.
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.
7. The Current Funding section will display the position's current funding as of the effective date provided. In the Proposed Funding section, click the + button to additional funding sources and/or start dates.
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.