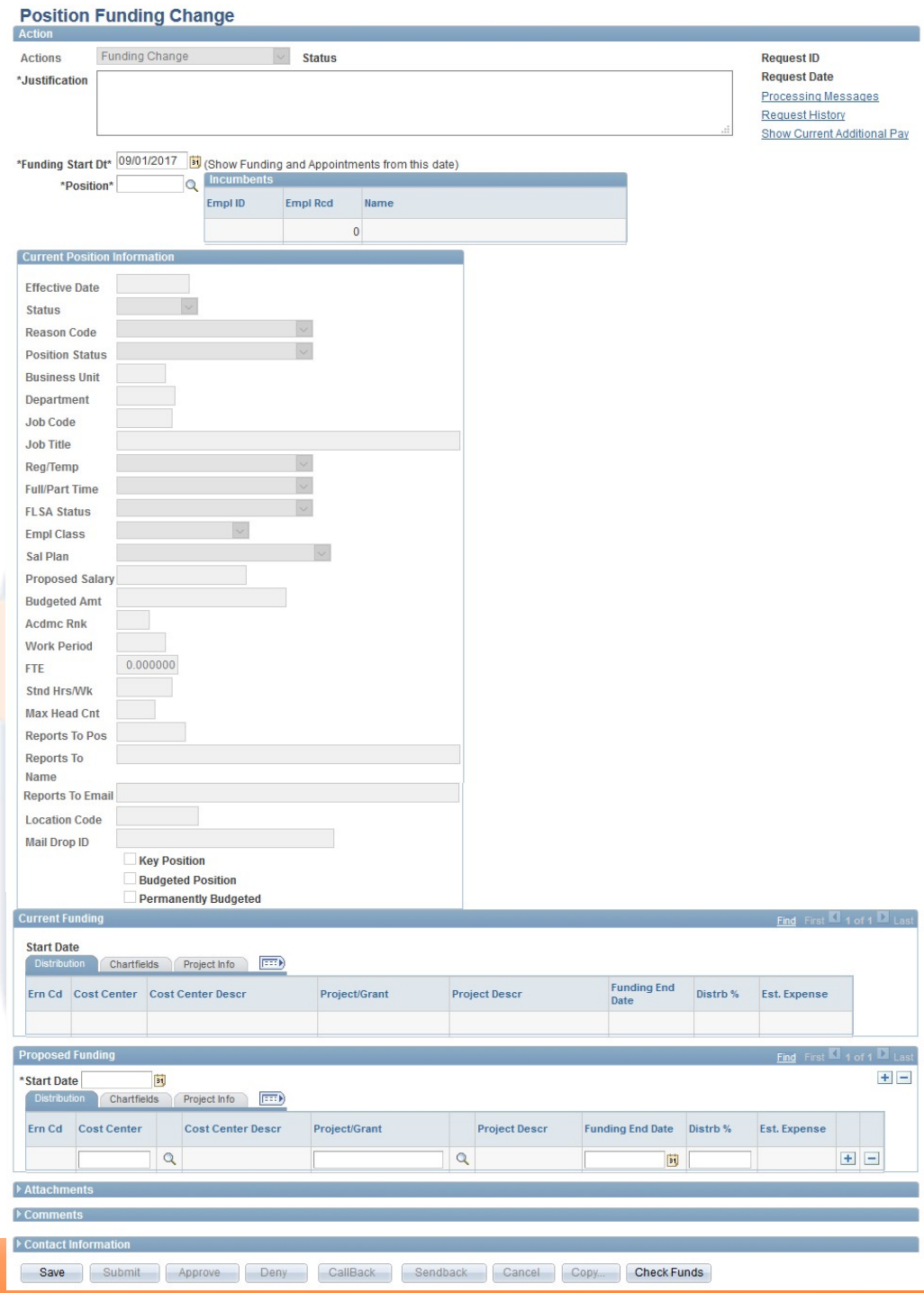
Funding Change

Update Position Funding

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

1. Begin by navigating from the Main Menu to: HRMS > UTZ Customizations > eForms for HR/Payroll Actions > Action 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 **Reqst 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.