



## 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.

### Position Funding Change

Action: Funding Change Status

\*Justification

\*Funding Start Dt\* 09/01/2017 (Show Funding and Appointments from this date)

\*Position\*

Incumbents		
Empl ID	Empl Rcd	Name
	0	

**Current Position Information**

Effective Date  
Status  
Reason Code  
Position Status  
Business Unit  
Department  
Job Code  
Job Title  
Reg/Temp  
Full/Part Time  
FLSA Status  
Empl Class  
Sal Plan  
Proposed Salary  
Budgeted Amt  
Acadm Rnk  
Work Period  
FTE  
Std Hrs/Wk  
Max Head Cnt  
Reports To Pos  
Reports To  
Name  
Reports To Email  
Location Code  
Mail Drop ID

Key Position  
 Budgeted Position  
 Permanently Budgeted

**Current Funding** Find First 1 of 1 Last

Start Date  
Distribution Chartfields Project Info

Em Cd	Cost Center	Cost Center Descr	Project/Grant	Project Descr	Funding End Date	Distrb %	Est. Expense

**Proposed Funding** Find First 1 of 1 Last

\*Start Date\*

Distribution Chartfields Project Info

Em Cd	Cost Center	Cost Center Descr	Project/Grant	Project Descr	Funding End Date	Distrb %	Est. Expense

Attachments  
Comments  
Contact Information

Save Submit Approve Deny CallBack Sendback Cancel Copy... Check Funds