



Funding Change Job Aid

The **Funding** Change eForm may be used to update the funding for a position within your department. The funding may be split between multiple funding sources and will route to the appropriate budget authority for review and approval.

Update the Funding for a Position

Navigation: *Main Menu > HRMS > UTZ Customizations > eForms for HR/Payroll Actions > Action Request*

1. Navigate to the **eForms Action Request** page and click on the **Add a New Value** tab.
2. The **Initiate New eForms Request** page is displayed. Select the **Funding Change** option from the “Action” drop down menu.
3. The **Funding Change** eForm is displayed. Use the **Justification** text box to explain or “justify” the reason for the new eForm action requested.
4. The **Funding Start Date** will default to the first of the current fiscal year. The Funding Start Date will display the funding and any current appointments as of that date. This date can be updated as necessary.
5. Enter or look up the position number.
Note: If the position is currently filled, the current incumbent’s information will display in the **Incumbents** section.
6. The **Current Position Information** section will show position attribute data as of the effective date provided, however this information will not be editable.

Current Position Information	
Business Unit	UTA20 College of Nursing
Department	635000 Nursing
Job Code	19009 Administrative Assistant II
Job Title	Administrative Assistant II
Reg/Temp	Regular
Full/Part Time	Full-Time
FLSA Status	Nonexempt
Empl Class	Classified
Sal Plan	UTA Classified
Proposed Salary	
Budgeted Amt	
FTE	1.000000
Stnd Hrs/Wk	40.00
Max Head Cnt	1
Reports To Pos	10012719
Reports To Name	Mary Mancini
Reports To Email	mancini@uta.edu
Location Code	ARL
Mail Drop ID	19407
	<input checked="" type="checkbox"/> Budgeted Position



7. The **Current Funding** section will display the position’s current funding as of the effective date provided.
8. In the **Proposed Funding** section, click the + button to add additional funding sources and/or start dates.
 - a. If using a Project/Grant, the funding cannot extend past the project/grant end date.
 - b. The position should also be fully funded until the end of the current fiscal year.

Current Funding

Start Date 09/01/2017

Ern Cd	Cost Center	Cost Center Descr	Project/Grant	Project Descr	Funding End Date	Distrb %	Est. Expense
	200143	NURSING				100.000	

Proposed Funding

*Start Date 09/01/2017

Ern Cd	Cost Center	Cost Center Descr	Project/Grant	Project Descr	Funding End Date	Distrb %	Est. Expense
	200143	NURSING				100.000	25,750.00

*Start Date 03/01/2018

Ern Cd	Cost Center	Cost Center Descr	Project/Grant	Project Descr	Funding End Date	Distrb %	Est. Expense
			1266803770	Value and Meaning of Perceived	04/01/2018	100.000	4,291.67

*Start Date 04/01/2018

Ern Cd	Cost Center	Cost Center Descr	Project/Grant	Project Descr	Funding End Date	Distrb %	Est. Expense
	200143	NURSING				100.000	21,458.34

9. Once all the required fields have been completed, which is indicated by an asterisk, click the **Save** button. Notice a **Request ID** number has been assigned, with a **Status** of “Saved.”

Position Funding Change

Action

Actions Position Funding Change Status Saved

*Justification

Request ID 00002368
Request Date 02/26/2018
[Processing Messages](#)
[Request History](#)
[Show Current Additional Pay](#)

10. Expand the **Attachments** or **Comments** section to attach required documentation and include any special comments.
11. After you’ve added attachments and comments, click the **Submit** button.



Attachments

Type	Note	Attached File	Attach Date/Time	By
1				

10 Add/Delete

Comments **10** Add/Edit

Comment By DateTime

Contact Information **11**

Save **11** Submit Approve Deny CallBack Sendback Cancel Copy... Check Funds