



How to Access and Use the Position Change Form (PCF)

Functional Area: Position Management Module: HR

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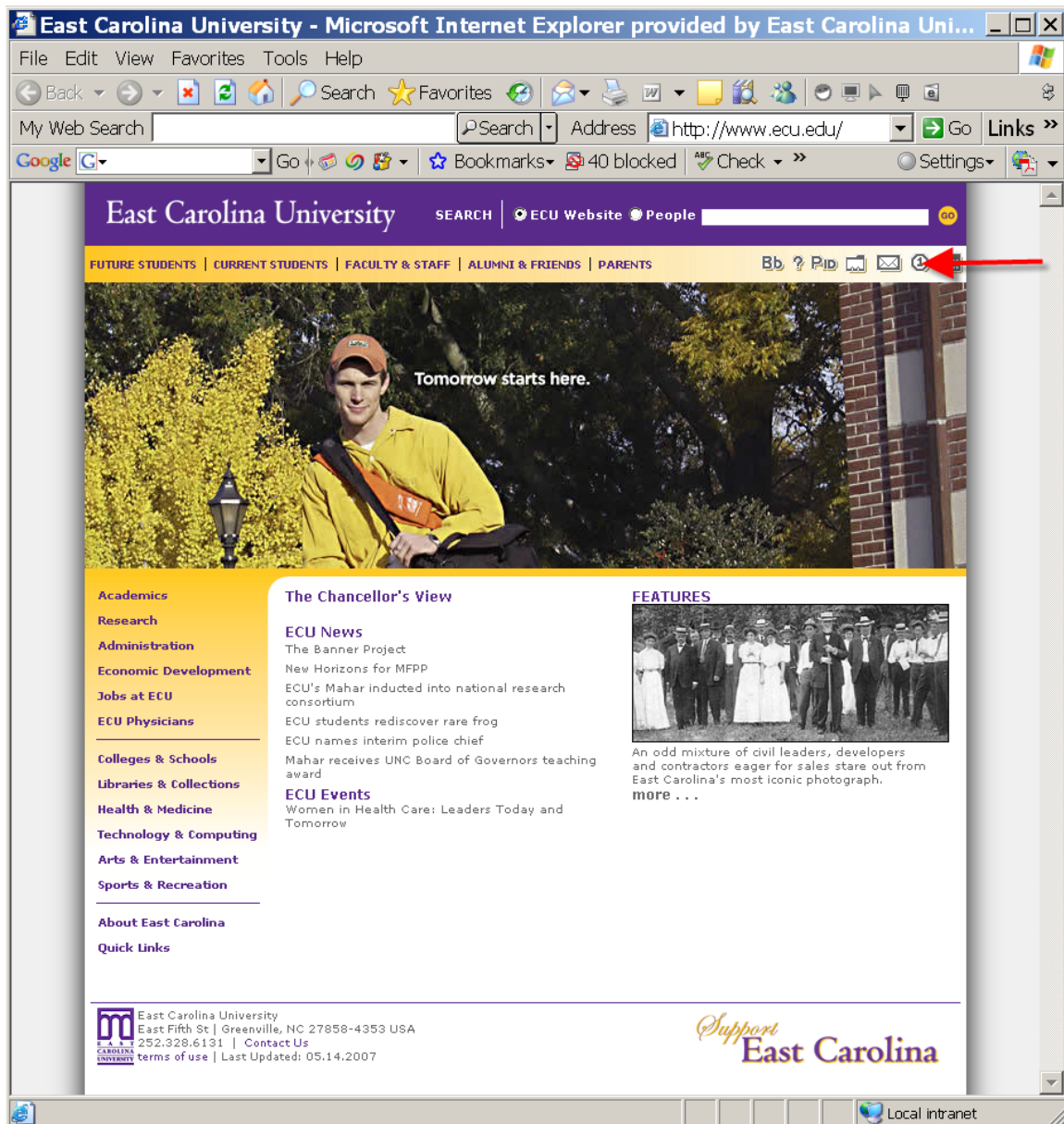


How to Access the Position Change Form (PCF)

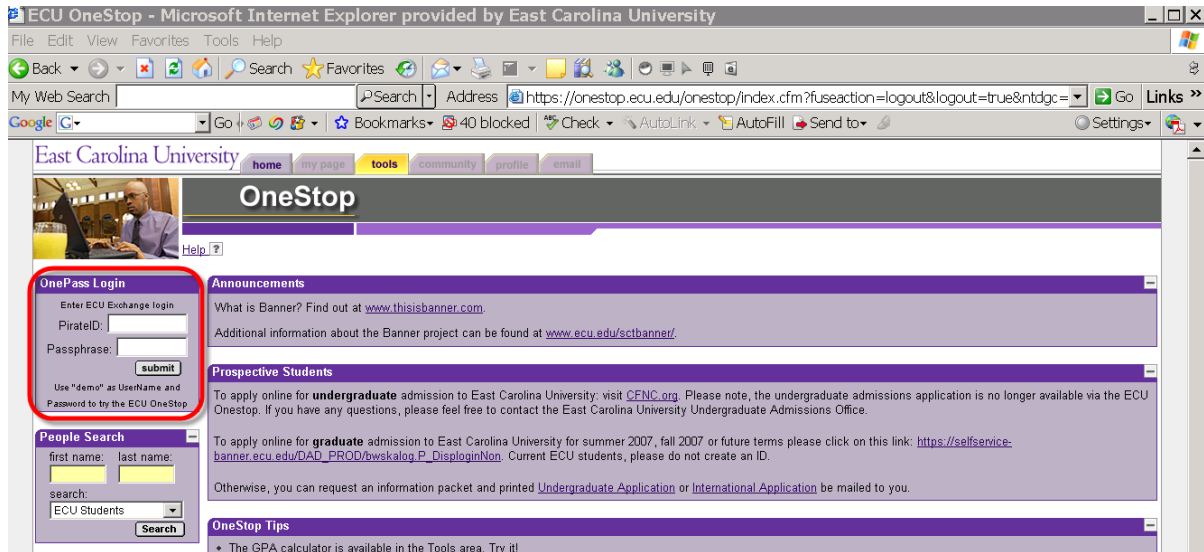
Functional Area: Position Management Module: HR

The Position Change Form (PCF) is located on OneStop.

To access OneStop start at the ECU Home page and click the OneStop icon.

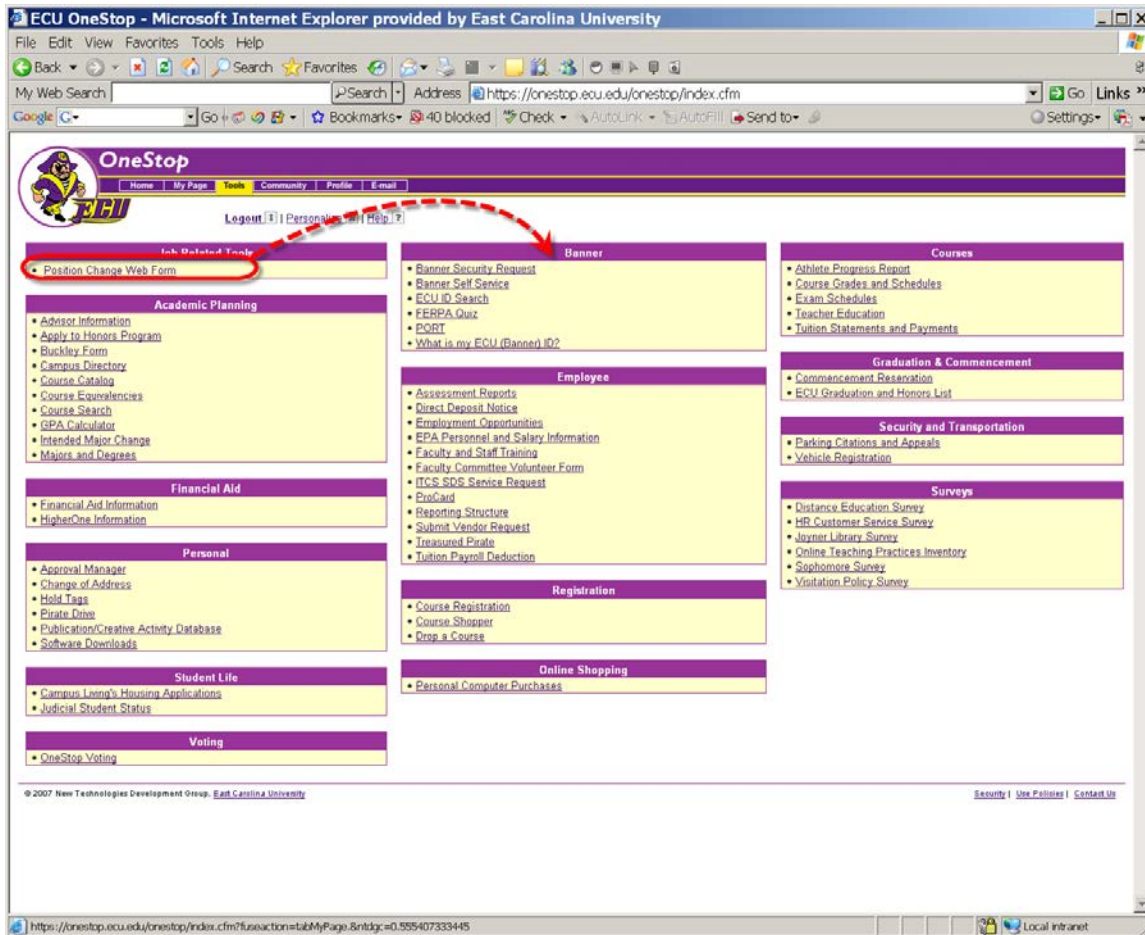


When prompted enter your Pirate ID and Passphrase, then click on “submit”.



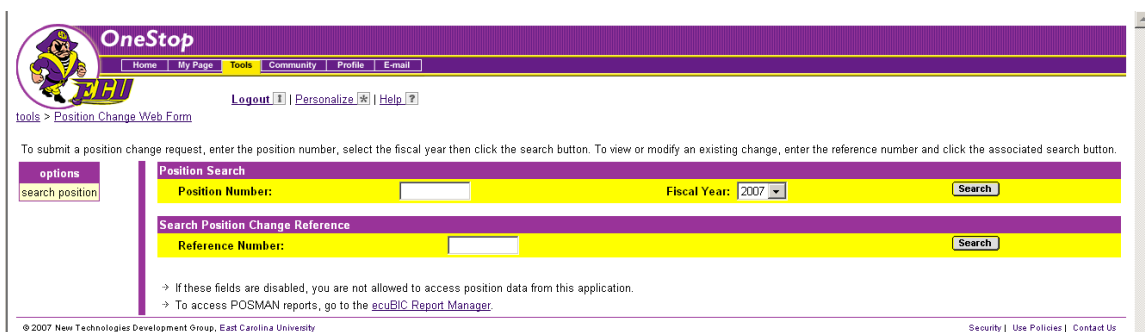
Example:

Once on OneStop click on the “Position Change Web Form” link which will be located under Banner.



Access to the Position Change Form and POSMAN will be based on those users who have security access--update or inquiry--to the forms NBAPOSN or NBAPBUD.

At this point you can either start a position change form or review / approve a reference. A reference is a position change form that has been submitted.



To Start a Position Change:

Enter the Position Number

Enter the Fiscal Year
Click on SEARCH

Note: Banner position numbers are the 5-digit HRMS position numbers preceded by a “9” for permanent positions or “R” for salary reserve positions (94xxx in HRMS).

This will open up the Position Change Form (PCF).

Example 1: Position Change Form (PCF)

Enter the Reference Number
Click on SEARCH

The screenshot shows the OneStop web application interface. At the top, there is a navigation bar with links: Home, My Page, Tools, Community, Profile, and E-mail. Below this, there are links for Logout, Personalize, and Help. The main content area is titled "Position Change Web Form". It contains two search sections: "Position Search" and "Search Position Change Reference". The "Position Search" section has a "Position Number" input field, a "Fiscal Year" dropdown menu (set to 2007), and a "Search" button. The "Search Position Change Reference" section has a "Reference Number" input field (containing the text "92") and a "Search" button. Red arrows point to the "Reference Number" input field and the "Search" button in the second section. Below the search sections, there are two lines of text: "→ If these fields are disabled, you are not allowed to access position data from this application." and "→ To access POSMAN reports, go to the [ecuBIC Report Manager](#)."

OneStop

Home My Page Tools Community Profile E-mail

Logout | Personalize | Help

tools > Position Change Web Form

To submit a position change request, enter the position number, select the fiscal year then click the search button. To view or modify an existing change, enter the reference number and click the associated search button.

options
search position

Position Search

Position Number: Fiscal Year: 2007

Search Position Change Reference

Reference Number:

→ If these fields are disabled, you are not allowed to access position data from this application.
→ To access POSMAN reports, go to the [ecuBIC Report Manager](#).

This will open up the Reference Form.

Example 2: Reference Form

East Carolina University

[home](#)
[my page](#)
[tools](#)
[community](#)
[profile](#)
[email](#)

[Logout](#) | [Personalize](#) | [Help](#)

[tools](#) > [Position Change Web Form](#)

To modify this request, make any necessary changes and click the 'update' button. To process this request, select at least one budget office approver, enter any optional comments then click the 'approve' or 'deny' button. To access POSMAN reports, go to the [scu31C Report Manager](#).

options

search position

Position Information

Position Number: 900931

Fiscal Year: 2007

Reference 92 (Sequence 1)

Change Request Information

Originator: DOUGHTIEP

Status: SUBMITTED

Type of Change: Permanent

Change Action: Budget Dollar Change

Requested Effective Date of Change: 05/19/2007

Budget Transfer forthcoming: Y

Approval Information

College Approver: HARRISONR

Division Approver: BOWENJ

Division Approver (optional):

Foundation

Grants and Contracts

HS Admin & Fin

Special Funds

University Budget Office

Requestor Comments:

Increasing Budget by \$10,000 -- prnd

College Approver:

I added a position group Janice, Feel free to change or remove it when you approve it.

Basic Position Information

Position Title: Accountant I

Req Date: 07/16/02

End Date:

Position Type: Single

Position Class: 00701 - Accountant I

Employee Class:

S1 SPA FT Perm exempt

Position Group:

-

Position Location:

240201 AF Financial Reporting Ad

Exempt Indicator:

Y

Budget Type: P

Change References

Ref #

Change Type

Budget Change

Status

Effective Date

** No Position Changes **

CURRENT VALUE

REQUEST VALUE

NEW VALUE

0400 Clerical-Office Mgmt

-

Total Position Budget Information

CURRENT VALUE

REQUEST VALUE

NEW VALUE

Position Owner Org:

240201 - AF Financial Reporting Ad

NEW VALUE INCREMENT

-

Total FTE:

1.0000

Total Budget:

\$ 49,979.00

\$ 59,979.00

\$

Budget Labor Distribution Information

REMOVE THIS FOAP

CURRENT VALUE

REQUEST VALUE

NEW VALUE

Fund Code:

111170

Organization Code:

260101

Account Code:

60200

Program Code:

1700

Project Code(FTE):

1.0

Budget:

\$ 49,979.00

\$ 59,979.00 (10000.00)

\$

Budget Code:

16065

%

Budget Percentage:

100.00%

100.00%

%

Approver Comments:

Reference 92 (Sequence 1)

update

cancel

deny

approve

Add New Funding Source

Fund Code:

Organization Code:

Account Code:

Program Code:

Project Code(FTE):

Budget:

Budget Code:

Budget Percentage:

Add New Funding Source

Fund Code:

Organization Code:

Account Code:

Program Code:

Project Code(FTE):

Budget:

Budget Code:

Budget Percentage:

All form fields can be changed but a requested change value cannot be removed. If the field is cleared, the original position value will remain.

All changes will go through an approval process before they are applied.

Click the 'cancel' button to quit without saving changes.

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Prepared: September 16, 2008

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How to Initiate Changes to One or More Positions

Functional Area: Position Management Module: HR

NOTE: Throughout the document, criteria fields for the examples will be shown in **purple font** with the data to be keyed shown in **golden font**.

Open the Position Change Form:

See “How to Access the Position Change Form (PCF)” – page 2.

Changes to a Single Position:

Enter the Position Number

Enter the Fiscal Year

Click on SEARCH

The screenshot shows the OneStop HR system interface. At the top is a purple navigation bar with the OneStop logo and links for Home, My Page, Tools, Community, Profile, and E-mail. Below this is a secondary bar with Logout, Personalize, and Help links. The main content area has a purple header for 'Position Search' and a yellow background for the search fields. The 'Position Number' field contains '900931' and the 'Fiscal Year' dropdown is set to '2007'. A 'Search' button is to the right. Below this is a 'Search Position Change Reference' section with a 'Reference Number' field and a 'Search' button. A sidebar on the left contains an 'options' button and a 'search position' link. At the bottom, there are two small informational links.

options
search position

Position Search

Position Number: 900931 **Fiscal Year:** 2007 **Search**

Search Position Change Reference

Reference Number: **Search**

→ If these fields are disabled, you are not allowed to access position data from this application.
→ To access POSMAN reports, go to the [acuBIC Report Manager](#).

Position: 900931

Fiscal Year: 2007

Click on SEARCH

This opens the position number screen.

Position Screen:

Note: * asterisk indicates that a value is required.

Position Information

Position Number: 900931 **Fiscal Year:** 2007

Change Information

* **Type of Change:** ☐ Permanent ☐ Temporary

* **Change Action:** (check all that apply)

- ☐ FTE Change
- ☐ Employee Class Change
- ☐ Budget Dollar Change
- ☐ Funding Change
- ☐ Owner Org or Location Change

* **Requested Effective Date of Change:**

☐ Budget Transfer Form forthcoming



Approval Selection:

College ?

* **Division** ?

? (optional)

* Denotes required field

Clicking on the  displays the allowable entries for that field. At this time typing is allowed only in the FOAP and Project Code(FTE) fields. For all other fields, entry of the criteria is performed by clicking on the  and selecting the appropriate value to populate the field. In the future this may change.

For example: In this section the  provides a list of the approvers in each area.

Click on the name of the approver which highlights it, and then click on "Select".

Position Change Web Form - Mi...

College Approvers

- ANDERSONCA
- AYERSS
- BOWENJ
- DOUGHTIEP
- GAVINR
- HARRISONR**

Select **Cancel**

The originator CANNOT select themselves as an approver.

Changes to a Single Position:

Type of Change:	Permanent
Change Action:	FTE, Budget Dollar, and Funding
Effective Date:	7/15/07
Budget Transfer:	Checked
Approvers:	
College:	HARRISONR
Division:	BOWENJ

Position Information			
Position Number:	900931	Fiscal Year:	2007

Change Information

* **Type of Change:** ☒ Permanent ☐ Temporary

* **Change Action:** (check all that apply)

☒ FTE Change

☐ Employee Class Change

☒ Budget Dollar Change

☒ Funding Change

☐ Owner Org or Location Change

* **Requested Effective Date of Change:**

☒ Budget Transfer Form forthcoming

Approval Selection:

College

?

* **Division**

?

? (optional)

* Denotes required field

Note: Checking the “Budget Transfer Form Forthcoming” box indicates that **YOU** will immediately send an electronic budget transfer form via e-mail to the appropriate Budget Office. The budget transfer form is located on the Budget Office web page as Banner Budget Transfer Form (Unit Batch Transfer–Moving Salary Dollars or Crossing Program Codes). http://www.ecu.edu/cs-admin/financial_serv/Budget.cfm. Also, the reference number of the PCF **MUST** be included in the explanation box on the budget transfer form.

Email: ANDERSONCA
Comments: Add \$10,000 from Special Funds ---pbd

Email the following about this change (optional):

Comments:

Add \$10,000 from Special Fund ~~---~~ pbd

(500 characters max)

Basic Position Information

Position Title: Accountant I
Beg Date: 07/16/02 **End Date:**
Position Type: Single
Position Class: 00701 - Accountant I

Change References				
Ref #	Change Type	Budget Change	Status	Effective Date
<u>105</u>	P	0.00	Approved	07/15/07

Email Section:

The selection of a person(s) to receive an FYI email is optional. The selection is limited to ONLY people listed as APPROVERS.

Comments Section:

Comments in Banner are EXTREMELY important as they will be forwarded to approvers and kept in HISTORY. Please try to use as much detail as possible, but be concise. Once the comment is complete please add **“--- your initials”**. This makes it easier to identify who wrote the comment.

Example 3: Email Received as an FYI

```
-----Original Message-----
From: doughtiep@ecu.edu [mailto:doughtiep@ecu.edu]
Sent: Tuesday, May 22, 2007 6:35 AM
To: Anderson, Carolyn James
Subject: A change to position 900931 has been submitted by Penney Doughtie

*** THIS EMAIL WAS AUTOMATICALLY GENERATED BY THE ECU ONESTOP ***

POSITION CHANGE WEB FORM

The following Position Change Request has been submitted through
the OneStop Position Change Web Form application:

Change Request Information
  ORIGINATOR       : doughtiep
  REFERENCE        : 114
  POSITION          : 900931
  FISCAL YEAR      : 2007
  CHANGE TYPE      : Permanent
  EFFECTIVE DATE   : 07/15/2007
  BUDGET FORM      : Y
  CHANGES         : FTE Change,Budget Dollar Change,Funding Change
  COMMENTS         : Add $10,000 from Special Fund ---pbd

Basic Position Information
  EMP CLASS        : S1
  POSITION GROUP    :
  LOCATION         : 240201

Total Position Budget Information
  OWNER ORG        : 240201
  TOTAL FTE        : 1.0000 (0.0000)
  TOTAL BUDGET     : 59979.00 (10000.00)

Budget Labor Distribution Information

  FUND             : 111170
  ORG               : 280101
  ACCOUNT          : 60200
  PROGRAM          : 1700
  PROJ (FTE)       : 0.5000 (-0.50000)
  BUDGET           : 29990.00 (-19989.00)
  BUDGET %         : 50.00 (-50.00)
  ADDED

  FUND             : 310670
  ORG               : 240501
  ACCOUNT          : 60200
  PROGRAM          : 1100
  PROJ (FTE)       : 0.5000 (0.5000)
  BUDGET           : 29989.00 (29989.00)
  BUDGET %         : 50.00 (50.00)

The originator of this request generated this email to inform you of the
change, which may be subject to approval.

*** THIS EMAIL WAS AUTOMATICALLY GENERATED BY THE ECU ONESTOP ***
```


Fields that REQUIRE a value:

- Employee Class
- Position Location
- Position Owner Org
- Total FTE
- Total Budget

This DOES NOT mean that a new value is REQUIRED. It means that there MUST be a value represented either in the current value or new value location.

CURRENT VALUE		NEW VALUE	
* Employee Class:	S1 SPA FT Perm exempt		?
Position Group:	-		?
* Position Location:	240201 AF Financial Reporting Admin		?
Exempt Indicator:	Y	Budget Type:	P
Total Position Budget Information			
* Position Owner Org:	240201 - AF Financial Reporting Admin		?
NEW VALUE INCREMENT		NEW VALUE INCREMENT	
* Total FTE:	1.0000		?
* Total Budget:	\$ 49,979.00		

Total Budget: Increase by 10000 in the “INCREMENT” field.

- Notes:**
- 1) Data may be entered for the “Budget” or “Project Code (FTE)” in the “INCREMENT” field; the new value field will be calculated.
 - 2) Do **NOT** use \$\$ or commas in budget fields.
 - 3) Budget \$\$ **MUST** be a whole number.

All other fields had a value and did not need to be changed.

CURRENT VALUE		NEW VALUE	
* Employee Class:	S1 SPA FT Perm exempt		?
Position Group:	-		?
* Position Location:	240201 AF Financial Reporting Admin		?
Exempt Indicator:	Y	Budget Type:	P
Total Position Budget Information			
* Position Owner Org:	240201 - AF Financial Reporting Admin		?
NEW VALUE INCREMENT		NEW VALUE INCREMENT	
* Total FTE:	1.0000		?
* Total Budget:	\$ 49,979.00	\$ 59,979.00	10000

Note: “Total FTE” and “Total Budget” equal the total for the position from all funding sources. If all funding sources added together do not equal these figures an error will occur.

Budget Section:

Green Circle: By checking “Remove This FOAP” the current funding source information will be deleted. This will require the “Add New Funding Source” indicator to be checked and data entered.

Another method is to leave the “Remove This FOAP” box unchecked and simply enter the new values.

RED Boxes: Budget Code and Budget % can not be adjusted manually; the system will automatically populate these fields.

BLUE Box: Attach Next Change: use for multiple **RELATED** position actions
Cancel: cancel PCF
Finished: submits PCF for approval

Budget Labor Distribution Information

☐ REMOVE THIS FOAP

	CURRENT VALUE	NEW VALUE	INCREMENT
Fund Code:	111170		
Organization Code:	280101		
Account Code:	60200		
Program Code:	1700		
Project Code(FTE):	1.0		
Budget:	\$ 49,979.00		
Budget Code:	16065		
Budget Percentage:	100.00%		

* All Budget Labor fields are required. Budget code and budget percentage fields are view-only.

attach next change cancel finished

Project Code (FTE): decrease by .50 in the “INCREMENT” field (entered as “-.50”)

Budget: decrease by 19989 in the “INCREMENT” field (entered as “-19989”)

Do NOT click on “Finished” at this point unless another funding source is not needed. The “Add New Funding Source” is listed below this section.

Budget Labor Distribution Information

☐ REMOVE THIS FOAP

	CURRENT VALUE	NEW VALUE	INCREMENT
Fund Code:	111170		
Organization Code:	280101		
Account Code:	60200		
Program Code:	1700		
Project Code(FTE):	1.0	0.5000	-.50
Budget:	\$ 49,979.00	\$29990.00	-19989
Budget Code:	16065		
Budget Percentage:	100.00%	50.00%	

* All Budget Labor fields are required. Budget code and budget percentage fields are view-only.

attach next change cancel finished

Add New Funding Source:

Add New Funding Source box: **Checked**

Select or enter new funding data

Fund: 310670
Organization: 240501
Account: 60200
Program: 1100
Project: .50
Budget: 29989

To add a new funding source, select the 'Add New Funding Source' checkbox and enter the required information. All fields are required when adding a new funding source.

☒ **Add New Funding Source**


Fund Code: 310670 ?
Organization Code: 240501 ?
Account Code: 60200 ?
Program Code: 1100 ?
Project Code(FTE): .50 ?
Budget: \$29989
Budget Code: 06067 Budget Percentage: 50.00 %

☐ **Add New Funding Source**

Fund Code: ?
Organization Code: ?
Account Code: ?
Program Code: ?
Project Code(FTE): ?
Budget: \$
Budget Code: Budget Percentage: %

Changes to the PCF are now complete, click on "FINISHED".

Example 4: Changes to a Single Position (Entire document—ready to submit)


[Home](#) [My Page](#) [Tools](#) [Community](#) [Profile](#) [E-mail](#)

[Logout](#) [Personalize](#) [Help](#)

tools > [Position Change Web Form](#)

To submit this change and attach a related change, enter all relevant information and click the 'attach next change' button. To submit a change to the position, enter all relevant information and click the 'finished' button. The 'Change References' area contains all pending permanent action requests and all temporary action requests related to this position for the selected fiscal year. If you are allowed to view the details of the request, there will be a link associated with the request. To access POSMAN reports, go to the [ecuBIC Report Manager](#).

[options](#)
[search_position](#)

Position Information
Position Number: 900931 **Fiscal Year:** 2007

Change Information
*** Type of Change:** ☒ Permanent ☐ Temporary
*** Change Action:** (check all that apply) ☒ FTE Change ☐ Employee Class Change ☒ Budget Dollar Change ☒ Funding Change ☐ Owner Org or Location Change
*** Requested Effective Date of Change:** 07/15/07
☒ Budget Transfer Form forthcoming * Denotes required field

Approval Selection:
College: HARRISONR
*** Division:** BOWENJ (optional)

Email the following about this change (optional):
 ANDERSONCA
Comments:
 Add \$10,000 from Special Fund ---pbd
(500 character max)

Basic Position Information
Position Title: Accountant I
Beg Date: 07/15/02 **End Date:**
Position Type: Single
Position Class: 00701 - Accountant I

Ref #	Change Type	Budget Change	Status	Effective Date
105	F	0.00	Approved	07/15/07

CURRENT VALUE
*** Employee Class:** S1 SPA FT Perm exempt
Position Group: -
*** Position Location:** 240201 AF Financial Reporting Admin
Exempt Indicator: Y **Budget Type:** P

NEW VALUE

Total Position Budget Information
*** Position Owner Org:** 240201 - AF Financial Reporting Admin

* Total FTE: 1.0000 <input type="button" value="v"/>	NEW VALUE <input type="button" value="v"/> INCREMENT <input type="button" value="v"/>	* Total Budget: \$ 49,979.00 NEW VALUE \$ 59979.00 INCREMENT 10000
---	---	---

Budget Labor Distribution Information
☐ REMOVE THIS FOAP
Fund Code: 111170 **NEW VALUE**
Organization Code: 280101
Account Code: 60200
Program Code: 1700
Project Code(FTE): 1.0 **NEW VALUE** 0.5000 **INCREMENT** -.50
Budget: \$ 49,979.00 **NEW VALUE** \$ 29990.00 **INCREMENT** -19989
Budget Code: 16065 **Budget Percentage:** 100.00% 50.00%

* All Budget Labor fields are required. Budget code and budget percentage fields are view-only

To add a new funding source, select the 'Add New Funding Source' checkbox and enter the required information. All fields are required when adding a new funding source.

☒ **Add New Funding Source**
Fund Code: 310670
Organization Code: 240501
Account Code: 60200
Program Code: 1100
Project Code(FTE): .50
Budget: \$ 29989
Budget Code: 30007 **Budget Percentage:** 50.00%

☐ **Add New Funding Source**
Fund Code:
Organization Code:
Account Code:
Program Code:
Project Code(FTE):
Budget: \$
Budget Code: **Budget Percentage:** %

- All changes will go through an approval process before they are applied.
- If there is another change related to this change, click the 'attach next change' button.
- If this change is not related to another, click the 'finished' button to save your changes.
- Click the 'finished' button to save your changes.
- Click the 'cancel' button to quit without saving changes.

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Example 5: Result of “FINISHED” being clicked on PCF

OneStop
[Home](#) | [My Page](#) | [Tools](#) | [Community](#) | [Profile](#) | [E-mail](#)
 Logout | Personalize | Help

[tools](#) > [Position Change Web Form](#)

To modify this request, make any necessary changes and click the 'update' button. To access POSMAN reports, go to the [gsuBIC Report Manager](#).

Position Information
 Position Number: 900931 Fiscal Year: 2007 Reference 114 (Sequence 1)

Change Request Information
 Originator: DOUGHTIEP
 Status: SUBMITTED
 Type of Change: Permanent
 Change Action: Budget Dollar Change
 FTE Change
 Funding Change
 Requested Effective Date of Change: 07/15/2007
 Budget Transfer forthcoming: Y
 Comments:
 Add \$10,000 from Special Fund ---jbd
 (500 characters max)

Approval Information
 College Approver: HARRISONR
 Division Approver: BOWENJ

Basic Position Information
 Position Title: Accountant I
 Beg Date: 07/16/02 End Date:
 Position Type: Single
 Position Class: 00701 - Accountant I

Ref #	Change Type	Budget Change	Status	Effective Date
002	P	0.00	Approved	07/15/07

CURRENT VALUE **REQUEST VALUE** **NEW VALUE**

* Employee Class: S1 SPA FT Perm exempt - - -
 Position Group: - - -
 * Position Location: 240201 - AF Financial Reporting Admin - - -
 Exempt Indicator: Y Budget Type: P

Total Position Budget Information

CURRENT VALUE **REQUEST VALUE** **NEW VALUE**

* Position Owner Org: 240201 - AF Financial Reporting Admin - - -
 * Total FTE: 1.0000 - - -
 * Total Budget: \$ 49,979.00 \$ 59,979.00 \$ -

Budget Labor Distribution Information

☐ REMOVE THIS FOAP

CURRENT VALUE **REQUEST VALUE** **NEW VALUE**

Fund Code: 111170 - - -
 Organization Code: 280101 - - -
 Account Code: 60200 - - -
 Program Code: 1700 - - -
 Project Code(FTE): 1.0 0.5000 - - -
 Budget: \$ 49,979.00 \$ 29,989.00 (-19989.00) \$ -
 Budget Code: 16065 % Budget Percentage: 100.00% 50.00% %

☐ REMOVE THIS FOAP

CURRENT VALUE **REQUEST VALUE** **NEW VALUE**

* New Funding Source
 Fund Code: - 310670 - - -
 Organization Code: - 240501 - - -
 Account Code: - 60200 - - -
 Program Code: - 1100 - - -
 Project Code(FTE): - 0.5000 - - -
 Budget: \$ 29,989.00 \$ -
 Budget Code: % Budget Percentage: 50.00% %

Add New Funding Source

To add a new funding source, select the 'Add New Funding Source' checkbox and enter the required information. All fields are required when adding a new funding source.

☐ Add New Funding Source

Fund Code:
 Organization Code:
 Account Code:
 Program Code:
 Project Code(FTE):
 Budget: \$
 Budget Code: Budget Percentage: %

☐ Add New Funding Source

Fund Code:
 Organization Code:
 Account Code:
 Program Code:
 Project Code(FTE):
 Budget: \$
 Budget Code: Budget Percentage: %

[delete](#) [cancel](#) [update](#)

* All form fields can be changed but a requested change value cannot be removed. If the field is cleared, the original position value will remain.
 * All changes will go through an approval process before they are applied.
 * Click the 'cancel' button to quit without saving changes.

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After “FINISHED” is clicked a new screen will appear with a message at the top in **RED**.

If required data is missing, an error message will be displayed requesting the information.

As in the example, if everything required has been entered the message will be:

****Reference #: Change to position '#' has been successfully requested****

At this point please **REVIEW** the changes. This is the first **UPDATE / DELETE** screen. **UPDATES / DELETE** must be done **BEFORE** the PCF is approved at the next level.

See “How to Update or Delete One or More Position Change Forms (PCF)”- page 27.

Changes to More Than One Position:

Follow the steps to changing a single position:

- Click on “ATTACH NEXT CHANGE” to add a subsequent position change.
- DO NOT click on “FINISHED” until all position changes have been completed.

Multiple Position Change (First Position):

Position: 952579
Fiscal Year: 2007
Type of Change: Temporary
Change Action: FTE and Budget Dollar
Effective Date: 07/17/07
Budget Transfer: Checked

Division Approver: BOWENJ

Comments:

To increase position 952579 by \$5000 from position 929600.
Budget transfer to follow. This is a multiple PCF ---pbd

Note: Comments are EXTREMELY important.

DISCLAIMER: Position 952579 is an SPA (60200) position and position 929600 is an EPA faculty (60150) position. Funds CANNOT be transferred from an EPA faculty (60150) position to an SPA (60200) or EPA-NT (60100) position. These positions were used for this example only.

Total Budget: increased by 5000 in the “INCREMENT” field

State FOAP:

- ❖ **Budget:** increased by 5000 in the “INCREMENT” field.
- ❖ **Project Code (FTE):** increased by .02 in the “INCREMENT” field.

MFPP FOAP:

- ❖ **Project Code (FTE):** decreased by .02 (entered as “-.02”) in the “INCREMENT” field.

Upon completion of the first position, click on “ATTACH NEXT CHANGE”.

Example 6: Multiple Position Change (First Position: Entire document—ready to attach next change)

OneStop
Home My Page Tools Community Profile E-mail
Logout | Personalize | Help

tools > Position Change Web Form

To submit this change and attach a related change, enter all relevant information and click the 'attach next change' button. To submit a change to the position, enter all relevant information and click the 'finished' button. The 'Change References' area contains all pending permanent action requests and all temporary action requests related to this position for the selected fiscal year. If you are allowed to view the details of the request, there will be a link associated with the request. To access POSMAN reports, go to the [scullC Report Manager](#).

options
[search position](#)

Position Information
Position Number: 952579 Fiscal Year: 2007

Change Information
* Type of Change: ☐ Permanent ☒ Temporary
* Change Action: (check all that apply) ☒ FTE Change ☐ Employee Class Change ☐ Budget Dollar Change ☐ Funding Change ☐ Owner Org or Location Change
* Requested Effective Date of Change: 07/17/07
☒ Budget Transfer Form forthcoming * Denotes required field

Approval Selection:
College: ?
* Division: BOWENJ ? (optional)

Email the following about this change (optional):
 ? ? ?

Comments:
To increase position 952579 by \$5000 from position 929600. Budget transfer to follow. This is a multiple PCF ---pbd
(500 character max)

Basic Position Information
Position Title: Administrative Officer II
Beg Date: 05/01/96 End Date:
Position Type: Single
Position Class: 01606 - Administrative Officer II

CURRENT VALUE
* Employee Class: S1 SPA FT Perm exempt
Position Group: -
* Position Location: 611501 HS Faculty Support Service
Exempt Indicator: N Budget Type: P

NEW VALUE
 ?
 ?
 ?

Total Position Budget Information
* Position Owner Org: 611501 - HS Faculty Support Service ?

Budget Labor Distribution Information
☐ REMOVE THIS FOAP
Fund Code: 112101
Organization Code: 61150
Account Code: 60200
Program Code: 1010
Project Code(FTE): .80
Budget: \$ 42,820.00
Budget Code: 16066
Budget Percentage: 80.00%
NEW VALUE: ?
INCREMENT: ?

NEW VALUE
 ?
 ?
 ?
 ?
NEW VALUE: 0.8200
INCREMENT: .02
\$ 47820.00 5000

REMOVE THIS FOAP
Fund Code: 314012
Organization Code: 610001
Account Code: 60200
Program Code: 1420
Project Code(FTE): .20
Budget: \$ 10,705.00
Budget Code: 06065
Budget Percentage: 20.00%
NEW VALUE: ?
INCREMENT: ?
\$ 10,705.00 -02

Change References

Ref #	Change Type	Budget Change	Status	Effective Date
102	T	0.00	Locked	06/19/07
310	T	5000.00	Denied	07/17/07
311	T	5000.00	Approved	07/17/07

* All Budget Labor fields are required. Budget code and budget percentage fields are view-only.

attach next change **cancel** **finished**

To add a new funding source, select the 'Add New Funding Source' checkbox and enter the required information. All fields are required when adding a new funding source.

☐ **Add New Funding Source**
Fund Code: ?
Organization Code: ?
Account Code: ?
Program Code: ?
Project Code(FTE): ?
Budget: \$
Budget Code: Budget Percentage: %

☐ **Add New Funding Source**
Fund Code: ?
Organization Code: ?
Account Code: ?
Program Code: ?
Project Code(FTE): ?
Budget: \$
Budget Code: Budget Percentage: %

→ All changes will go through an approval process before they are applied.
→ If there is another change related to this change, click the 'attach next change' button.
→ If this change is not related to another, click the 'finished' button to save your changes.
→ Click the 'finished' button to save your changes.
→ Click the 'cancel' button to quit without saving changes.


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After clicking on “Attach Next Change”, a new screen will appear with a message in **RED** at the top.

**** Reference: 115 Position (952579) submitted successfully - Enter the position number of the next change ****

Position Search			
Position Number:	<input type="text"/>	Fiscal Year: 2007	<input type="button" value="Search"/>

Position Information			
Position Number:	952579	Fiscal Year: 2007	Reference: 115 (Sequence: 1 of 1)

The second section  -- Position Information -- displays the changes that were made to the first position. Notice that the reference now shows “Reference: # (Sequence 1 of 1)”. Please review the changes.

Once the second section  -- Position Information -- is reviewed, enter the next position number to change in the first section  -- Position Search -- and click on SEARCH.

Example 7: Result of “Attach Next Change” being clicked (Entire document)

OneStop
[Home](#) [My Page](#) [Tools](#) [Community](#) [Profile](#) [E-mail](#)
[Logout](#) | [Personalize](#) | [Help](#)

[tools](#) > [Position Change Web Form](#)

To submit a position change request, enter the position number, select the fiscal year then click the search button. View the results of the previously submitted position change below. Modifications are allowed after all related requests have been submitted.

Position Search

Position Number: Fiscal Year: 2007

Position Information

Position Number: 952579 Fiscal Year: 2007 **Reference: 115 (Sequence: 1 of 1)**

Change Request Information

Originator: DOUGHTIEP
 Status: SUBMITTED
 Type of Change: Temporary
 Change Action: Budget Dollar Change
 FTE Change
 Requested Effective Date of Change: 07/17/2007
 Budget Transfer forthcoming: Y

Approval Information

Division Approver: BOWEN

Requestor Comments: To increase position 952579 by \$5000 from position 929600. Budget transfer to follow. This is a multiple PCF ---pbd

Basic Position Information

Position Title: Administrative Officer II
 Beg Date: 05/01/96 End Date:
 Position Type: Single
 Position Class: 01606 - Administrative Officer II

	CURRENT VALUE	NEW VALUE
Employee Class:	S1 SPA FT Perm exempt	-
Position Group:		-
Position Location:	611501 HS Faculty Support Service	-
Exempt Indicator:	N Budget Type: P	

Total Position Budget Information

	CURRENT VALUE	NEW VALUE
Position Owner Org:	611501 - HS Faculty Support Service	-
Total FTE:	1.0000	-
Total Budget:	\$53525.00	\$ 58525.00

Budget Labor Distribution Information

	CURRENT VALUE	NEW VALUE
Fund Code:	112101	-
Organization Code:	61150	-
Account Code:	60200	-
Program Code:	1010	-
Project Code(FTE):	.80	0.8200
Budget:	\$42820.00 80.00%	\$47820.00 81.71%

	CURRENT VALUE	NEW VALUE
Fund Code:	314012	-
Organization Code:	610001	-
Account Code:	60200	-
Program Code:	1420	-
Project Code(FTE):	.20	0.1800
Budget:	\$10705.00 18.29%	-

→ If these fields are disabled, you are not allowed to access position data from this application.
 → To access POSMAN reports, go to the [ecuBIC Report Manager](#).

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Multiple Position PCF message received after first position change has been successfully entered.

Enter next Position Number to be changed.

Reference shows “(Sequence 1 of 1)”.

Multiple Position Change (Second Position):

The reference now shows "Reference: # (Sequence: 2)".

Reference: 115 (Sequence: 2)

Position: 929600
Fiscal Year: 2007
Type of Change: uses information from sequence 1
Change Action: uses information from sequence 1
Effective Date: uses information from sequence 1
Budget Transfer: uses information from sequence 1

Division Approver: uses information from sequence 1

Comments:

Transfer \$5000 from 929600 to 952579. Budget transfer to follow.
Multiple PCF - reference 115, seq. 2 ---pbd

Note: Comments are EXTREMELY important.

Total Budget:

decreased by 5000 (entered as "-5000") in the "INCREMENT" field

Note: If there are more positions to be changed click on "Attach Next Change" until all of the sequences are complete. Once all changes have been entered click on "FINISHED".


Example 8: Multiple Position Change (Second Position - Entire document)

OneStop				
Home	My Page	Tools	Community	Profile E-mail
Logout Personalize Help				
tools > Position Change Web Form				

To submit this change and attach a related change, enter all relevant information and click the 'attach next change' button. To submit a change to the position, enter all relevant information and click the 'finish' button. The 'Change References' area contains all pending permanent action requests and all temporary action requests related to this position for the selected fiscal year. If you are allowed to view the details of the request, there will be a link associated with the request. To access POSMAN reports, go to the [ecubic Report Manager](#).

options search position	Position Information Position Number: 929600 Fiscal Year: 2007 Reference: 115 (Sequence: 2)																											
Change Request Information Originator: DOUGHTIEP Status: SUBMITTED Type of Change: Temporary Change Action: Budget Dollar Change FTE Change Requested Effective Date of Change: 07/17/2007 Budget Transfer forthcoming: Y	Approval Information Division Approver: BOWENJ																											
Email the following about this change (optional): <input type="text"/> ? <input type="text"/> ? <input type="text"/> ?																												
Comments: Transfer \$5000 from 929600 to 952579. Budget transfer to follow. Multiple PCR - reference 115, seq. 2 ---pbid <small>(500 characters max)</small>																												
Basic Position Information Position Title: Teaching Instructor Bag Date: 12/01/96 End Date: _____ Position Type: Single Position Class: F0009 - Teaching Instructor																												
<table border="1"> <thead> <tr> <th colspan="5">Change References</th> </tr> <tr> <th>Ref #</th> <th>Change Type</th> <th>Budget Change</th> <th>Status</th> <th>Effective Date</th> </tr> </thead> <tbody> <tr> <td>111</td> <td>T</td> <td>-5000.00</td> <td>Approved</td> <td>07/17/07</td> </tr> </tbody> </table>		Change References					Ref #	Change Type	Budget Change	Status	Effective Date	111	T	-5000.00	Approved	07/17/07												
Change References																												
Ref #	Change Type	Budget Change	Status	Effective Date																								
111	T	-5000.00	Approved	07/17/07																								
<table border="1"> <thead> <tr> <th colspan="2"></th> <th>CURRENT VALUE</th> <th>NEW VALUE</th> </tr> </thead> <tbody> <tr> <td>* Employee Class:</td> <td>EB Faculty FT Perm 12 mo 100</td> <td></td> <td><input type="text"/> ?</td> </tr> <tr> <td>Position Group:</td> <td>-</td> <td></td> <td><input type="text"/> ?</td> </tr> <tr> <td>* Position Location:</td> <td>511101 AA Acad Affairs Adm</td> <td></td> <td><input type="text"/> ?</td> </tr> <tr> <td>Exempt Indicator:</td> <td>Y Budget Type: P</td> <td></td> <td></td> </tr> </tbody> </table>				CURRENT VALUE	NEW VALUE	* Employee Class:	EB Faculty FT Perm 12 mo 100		<input type="text"/> ?	Position Group:	-		<input type="text"/> ?	* Position Location:	511101 AA Acad Affairs Adm		<input type="text"/> ?	Exempt Indicator:	Y Budget Type: P									
		CURRENT VALUE	NEW VALUE																									
* Employee Class:	EB Faculty FT Perm 12 mo 100		<input type="text"/> ?																									
Position Group:	-		<input type="text"/> ?																									
* Position Location:	511101 AA Acad Affairs Adm		<input type="text"/> ?																									
Exempt Indicator:	Y Budget Type: P																											
Total Position Budget Information * Position Owner Org: 511101 - AA Acad Affairs Adm <input type="text"/> ? <table border="1"> <thead> <tr> <th></th> <th>NEW VALUE</th> <th>INCREMENT</th> </tr> </thead> <tbody> <tr> <td>* Total FTE: 0.0500</td> <td><input type="text"/> ?</td> <td><input type="text"/></td> </tr> <tr> <td>* Total Budget: \$ 1,050,591.00</td> <td>\$ 1045591.00</td> <td>-5000</td> </tr> </tbody> </table>			NEW VALUE	INCREMENT	* Total FTE: 0.0500	<input type="text"/> ?	<input type="text"/>	* Total Budget: \$ 1,050,591.00	\$ 1045591.00	-5000																		
	NEW VALUE	INCREMENT																										
* Total FTE: 0.0500	<input type="text"/> ?	<input type="text"/>																										
* Total Budget: \$ 1,050,591.00	\$ 1045591.00	-5000																										
Budget Labor Distribution Information <input type="checkbox"/> REMOVE THIS FOAP <table border="1"> <thead> <tr> <th></th> <th>CURRENT VALUE</th> <th>NEW VALUE</th> </tr> </thead> <tbody> <tr> <td>Fund Code:</td> <td>111101</td> <td><input type="text"/> ?</td> </tr> <tr> <td>Organization Code:</td> <td>51</td> <td><input type="text"/> ?</td> </tr> <tr> <td>Account Code:</td> <td>60150</td> <td><input type="text"/> ?</td> </tr> <tr> <td>Program Code:</td> <td>1010</td> <td><input type="text"/> ?</td> </tr> <tr> <td>Project Code(FTE):</td> <td>.05</td> <td><input type="text"/> ?</td> </tr> <tr> <td>Budget:</td> <td>\$ 1,050,591.00</td> <td>\$ <input type="text"/> ?</td> </tr> <tr> <td>Budget Code:</td> <td>16065</td> <td><input type="text"/></td> </tr> <tr> <td>Budget Percentage:</td> <td>100.00%</td> <td><input type="text"/> %</td> </tr> </tbody> </table>			CURRENT VALUE	NEW VALUE	Fund Code:	111101	<input type="text"/> ?	Organization Code:	51	<input type="text"/> ?	Account Code:	60150	<input type="text"/> ?	Program Code:	1010	<input type="text"/> ?	Project Code(FTE):	.05	<input type="text"/> ?	Budget:	\$ 1,050,591.00	\$ <input type="text"/> ?	Budget Code:	16065	<input type="text"/>	Budget Percentage:	100.00%	<input type="text"/> %
	CURRENT VALUE	NEW VALUE																										
Fund Code:	111101	<input type="text"/> ?																										
Organization Code:	51	<input type="text"/> ?																										
Account Code:	60150	<input type="text"/> ?																										
Program Code:	1010	<input type="text"/> ?																										
Project Code(FTE):	.05	<input type="text"/> ?																										
Budget:	\$ 1,050,591.00	\$ <input type="text"/> ?																										
Budget Code:	16065	<input type="text"/>																										
Budget Percentage:	100.00%	<input type="text"/> %																										
* All Budget Labor fields are required. Budget code and budget percentage fields are view-only.																												
<table border="1"> <tr> <td>attach next change</td> <td>cancel</td> <td>finished</td> </tr> </table>		attach next change	cancel	finished																								
attach next change	cancel	finished																										
To add a new funding source, select the 'Add New Funding Source' checkbox and enter the required information. All fields are required when adding a new funding source.																												
<input type="checkbox"/> Add New Funding Source Fund Code: <input type="text"/> ? Organization Code: <input type="text"/> ? Account Code: <input type="text"/> ? Program Code: <input type="text"/> ? Project Code(FTE): <input type="text"/> ? Budget: \$ <input type="text"/> Budget Code: <input type="text"/> Budget Percentage: <input type="text"/> %																												
<input type="checkbox"/> Add New Funding Source Fund Code: <input type="text"/> ? Organization Code: <input type="text"/> ? Account Code: <input type="text"/> ? Program Code: <input type="text"/> ? Project Code(FTE): <input type="text"/> ? Budget: \$ <input type="text"/> Budget Code: <input type="text"/> Budget Percentage: <input type="text"/> %																												
<ul style="list-style-type: none"> ➤ All changes will go through an approval process before they are applied. ➤ If there is another change related to this change, click the 'attach next change' button. ➤ If this change is not related to another, click the 'finished' button to save your changes. ➤ Click the 'finished' button to save your changes. ➤ Click the 'cancel' button to quit without saving changes. 																												

Example 9: Error Message received on PCF



[Home](#)
[My Page](#)
[Tools](#)
[Community](#)
[Profile](#)
[Email](#)

[Logout](#) | [Personalize](#) | [Help](#)

[tools](#) > [Position Change Web Form](#)

To submit this change and attach a related change, enter all relevant information and click the 'attach next change' button. To submit a change to the position, enter all relevant information and click the 'finished' button. The 'Change References' area contains all pending permanent action requests and all temporary action requests related to this position for the selected fiscal year. If you are allowed to view the details of the request, there will be a link associated with the request. To access POSMAN reports, go to the [eCUDIC Report Manager](#).

options
[search position](#)

Position Information

Position Number: 929600 **Fiscal Year:** 2007 **Reference: 115 (Sequence: 2)**

Change Request Information

Originator: DOUGHTIEP

Status: SUBMITTED

Type of Change: Temporary

Change Action: Budget Dollar Change
FTE Change

Requested Effective Date of Change: 07/17/2007

Budget Transfer forthcoming: Y

Approval Information

Division Approver: BOWENJ

Email the following about this change (optional):

? ? ?

Comments:

Transfer \$5000 from 929600 to 952579.
Budget transfer to follow. Multiple PCF - reference 115, seq. 2 ---pbid

(500 character max)

Basic Position Information

Position Title: Teaching Instructor

Reg Date: 12/01/96 **End Date:**

Position Type: Single

Position Class: F0009 - Teaching Instructor

Change References

Ref #	Change Type	Budget Change	Status	Effective Date
111	1	-5000.00	Approved	07/17/07

CURRENT VALUE

Employee Class: EB Faculty FT Perm 12 mo 100

Position Group: -

Position Location: 511101 AA Acad Affairs Adm

Exempt Indicator: Y **Budget Type:** P

NEW VALUE

?

?

?

Total Position Budget Information

Position Owner Org: 511101 - AA Acad Affairs Adm

Total FTE: 0.0500

Budget Labor Distribution Information

☐ **REMOVE THIS FOAP**

Fund Code: 111101

Organization Code: 51

Account Code: 60150

Program Code: 1010

Project Code(FTE): .05

Budget: \$ 1,050,591.00

Budget Code: 16005

CURRENT VALUE

NEW VALUE

?

?

?

?

NEW VALUE **INCREMENT**

? ?

Budget Percentage: 100.00% 100.00% %

*** All Budget Labor fields are required. Budget code and budget percentage fields are view-only.**

attach next change **cancel** **finished**

To add a new funding source, select the 'Add New Funding Source' checkbox and enter the required information. All fields are required when adding a new funding source.

☐ **Add New Funding Source**

Fund Code: ?

Organization Code: ?

Account Code: ?

Program Code: ?

Project Code(FTE): ?

Budget: \$

Budget Code: **Budget Percentage:** %

☐ **Add New Funding Source**

Fund Code: ?

Organization Code: ?

Account Code: ?

Program Code: ?

Project Code(FTE): ?

Budget: \$

Budget Code: **Budget Percentage:** %

→ All changes will go through an approval process before they are applied.

→ If there is another change related to this change, click the 'attach next change' button.

→ If this change is not related to another, click the 'finished' button to save your changes.

→ Click the 'finished' button to save your changes.

→ Click the 'cancel' button to quit without saving changes.

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Error Message

**** The sum of the budget labor Budget amounts MUST equal the Total Budget amount - TRY AGAIN ****

Notice in example 9 the blue circle data was keyed but on example 8 the red circle data was not keyed. The sum of the blue circle data must match all funding source(s).

To correct the error, enter the missing data as in the **red circle**, and then click on “Finished”.

Result of Sequence 2 being finished:

The message at the top shows:

**** Reference: 115 - Change to position '929600' has been successfully requested ****


The reference notation has now changed to include “previous”.

<<previous **Reference 115 (Sequence 2)**

At this point the originator can UPDATE any of the position changes associated with this reference as long as the reference has NOT been approved. To check or update the different position pages click previous or next near the reference number at the top.

See “How to Update or Delete One or More Position Change Forms (PCF)”- page 27.

Example 10: Result of Sequence 2 being finished (Entire document)



[Home](#)
[My Page](#)
[Tools](#)
[Community](#)
[Profile](#)
[E-mail](#)

[Logout](#)
[Personalize](#)
[Help](#)

tools > [Position Change Web Form](#)

To modify this request, make any necessary changes and click the 'update' button. To access POSMAN reports, go to the [ecuBIC Report Manager](#).

[options](#)
[search position](#)

Position Information:

Position Number: 929600 **Fiscal Year:** 2007 **Change Reference 115 (Sequence 2)**

Change Request Information

Originator: DOUGHTIEP

Status: SUBMITTED

Type of Change: Temporary

Change Action: Budget Dollar Change
FTE Change

Requested Effective Date of Change: 07/17/2007

Budget Transfer forthcoming: Y

Comments:
 Transfer: 15000 from 929600 to 952579.
 Budget transfer to follow. Multiple PCF -
 reference 115, seq. 2 ---pbd
(500 characters max)

Approval Information

Division Approver: BOWENJ

Basic Position Information

Position Title: Teaching Instructor

Beg Date: 12/01/96 **End Date:**

Position Type: Single

Position Class: F0009 - Teaching Instructor

Change References

Ref #	Change Type	Budget Change	Status	Effective Date
111	T	-6000.00	Approved	07/17/07

Employee Class: EB Faculty FT Perm 12 mo 100

Position Group: -

Position Location: 511101 AA Acad Affairs Adm

Exempt Indicator: Y **Budget Type:** P

Total Position Budget Information

	CURRENT VALUE	REQUEST VALUE	NEW VALUE
Position Owner Org: 511101 - AA Acad Affairs Adm	-	-	
Total FTE: 0.0500	-	-	
Total Budget: \$ 1,050,591.00	\$ 1,045,591.00	\$	

Budget Labor Distribution Information

☐ REMOVE THIS FOAP

	CURRENT VALUE	REQUEST VALUE	NEW VALUE
Fund Code: 111101	-	-	
Organization Code: 51	-	-	
Account Code: 60150	-	-	
Program Code: 1010	-	-	
Project Code(FTE): .05	-	-	
Budget: \$ 1,050,591.00	\$ 1,045,591.00 (-5000.00)	\$	

Budget Code: 16065 **Budget Percentage:** 100.00% 100.00% %

cancel **update**

To add a new funding source, select the 'Add New Funding Source' checkbox and enter the required information. All fields are required when adding a new funding source.

☐ **Add New Funding Source**

Fund Code: **Organization Code:** **Account Code:** **Program Code:** **Project Code(FTE):**

Budget: \$ **Budget Code:** **Budget Percentage:** %

☐ **Add New Funding Source**

Fund Code: **Organization Code:** **Account Code:** **Program Code:** **Project Code(FTE):**

Budget: \$ **Budget Code:** **Budget Percentage:** %

→ All form fields can be changed but a requested change value cannot be removed. If the field is cleared, the original position value will remain.

→ All changes will go through an approval process before they are applied.

→ Click the 'cancel' button to quit without saving changes.

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This form shows the changes for Sequence 2 with the capability of updating.



How to Update or Delete One or More Position Change Forms (PCF)

Functional Area: Position Management Module: HR

NOTE: The originator can update or delete a position action only if it has **NOT** been approved at the next level.

First Opportunity to Make Updates or Delete the PCF (Originator ONLY):

Once the originator has entered a position change and clicked on “Finished”, a screen appears displaying the changes that have been made to the position. This is the first chance that the originator has to make any updates or delete the Position Change Form (PCF).

If there was an error made when keying, enter the correct information in the “INCREMENT” fields. Then click on “Update” at the bottom.


If everything is correct, either click on “Cancel” at the bottom or “Position Change Form” at the top. Either of these options will end the form without modifying the position change form (PCF).

If this action has been entered in error or is no longer needed click on “Delete”; this will void the PCF.

Example 11: Reference 114 Single Position PCF

Example 12: Reference 115 Multiple Position PCF Sequence #2

Example 11: Reference 114 Single Position PCF


[Home](#) | [My Page](#) | [Tools](#) | [Community](#) | [Profile](#) | [E-mail](#)

[Logout](#) | [Personalize](#) | [Help](#)

[tools > Position Change Web Form](#)

To modify this request, make any necessary changes and click the 'update' button. To access POSMAN reports, go to the [ecuBIC Report Manager](#).

options
[search position](#)

Position Information
Position Number: 900931 **Fiscal Year:** 2007 **Reference 114 (Sequence 1)**

Change Request Information
Originator: DOUGHTIEP
Status: SUBMITTED
Type of Change: Permanent
Change Action: Budget Dollar Change
FTE Change
Funding Change
Requested Effective Date of Change: 07/15/2007
Budget Transfer forthcoming: Y
Comments:
Add \$10,000 from Special Fund ---pbd
(500 characters max)

Approval Information
College Approver:
Division Approver: HARRISONR
BOWENJ

Basic Position Information
Position Title: Accountant I
Beg Date: 07/16/02 **End Date:**
Position Type: Single
Position Class: 00701 - Accountant I

Ref #	Change Type	Budget Change	Status	Effective Date
102	P	0.00	Approved	07/16/07

Employee Class: S1 SPA FT Perm exempt
Position Group: -
Position Location: 240201 AF Financial Reporting Admin
Exempt Indicator: Y **Budget Type:** P

CURRENT VALUE
REQUEST VALUE
NEW VALUE

Total Position Budget Information

	CURRENT VALUE	REQUEST VALUE	NEW VALUE
Position Owner Org: 240201 - AF Financial Reporting Admin	-	-	-
Total FTE: 1.0000	-	-	-
Total Budget: \$ 49,979.00	\$ 59,979.00	\$	

Budget Labor Distribution Information

☐ REMOVE THIS FOAP

	CURRENT VALUE	REQUEST VALUE	NEW VALUE
Fund Code: 111170	-	-	-
Organization Code: 260101	-	-	-
Account Code: 60200	-	-	-
Program Code: 1700	-	-	-
Project Code(FTE): 1.0	0.5000	-	-
Budget: \$ 49,979.00	\$ 29,990.00 (-19989.00)	\$	
Budget Code: 16065 %	Budget Percentage: 100.00%	50.00%	%

☐ REMOVE THIS FOAP

New Funding Source

	CURRENT VALUE	REQUEST VALUE	NEW VALUE
Fund Code: -	310670	-	-
Organization Code: -	240501	-	-
Account Code: -	60200	-	-
Program Code: -	1100	-	-
Project Code(FTE): -	0.5000	-	-
Budget: -	\$ 29,999.00	\$	
Budget Code: %	Budget Percentage: 50.00%	%	%

[delete](#) [cancel](#) [update](#)

To add a new funding source, select the 'Add New Funding Source' checkbox and enter the required information. All fields are required when adding a new funding source.

☐ Add New Funding Source

Fund Code:	
Organization Code:	
Account Code:	
Program Code:	
Project Code(FTE):	
Budget:	\$
Budget Code:	
Budget Percentage:	%

☐ Add New Funding Source

Fund Code:	
Organization Code:	
Account Code:	
Program Code:	
Project Code(FTE):	
Budget:	\$
Budget Code:	
Budget Percentage:	%

→ All form fields can be changed but a requested change value cannot be removed. If the field is cleared, the original position value will remain.
 → All changes will go through an approval process before they are applied.
 → Click the 'cancel' button to quit without saving changes.

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The individuals selected as approvers **cannot** be updated.

These are the same choices that are given for Sequence 1 of a Multiple Position PCF.

Example 12: Reference 115 Multiple Position PCF Sequence #2

OneStop
Home | My Page | Tools | Community | Profile | E-mail

Logout | Personalize | Help

tools > Position Change Web Form

To modify this request, make any necessary changes and click the 'update' button. To access POSMAN reports, go to the [acuBIC Report Manager](#).

options
search position

Position Information
Position Number: 929600 Fiscal Year: 2007 [Previous Reference 115 \(Sequence 2\)](#)

Change Request Information
Originator: DOUGHTIEP
Status: SUBMITTED
Type of Change: Temporary
Change Action: Budget Dollar Change
FTE Change
Requested Effective Date of Change: 07/17/2007
Budget Transfer forthcoming: Y
Comments:
Transfer \$5000 from 929600 to 952579.
Budget transfer to follow. Multiple PCF -
reference 115, seq. 2 ---pbd
(500 character max)

Approval Information
Division Approver: BOWENJ

Basic Position Information
Position Title: Teaching Instructor
Beg Date: 12/01/96 End Date:
Position Type: Single
Position Class: F0009 - Teaching Instructor

Change References

Ref #	Change Type	Budget Change	Status	Effective Date
115	1	-5000.00	Approved	07/17/07

Employee Class: EB Faculty FT Perm 12 mo 100
Position Group: -
Position Location: 511101 AA Acad Affairs Adm
Exempt Indicator: Y **Budget Type:** P

Total Position Budget Information

	CURRENT VALUE	REQUEST VALUE	NEW VALUE
Position Owner Org: 511101 - AA Acad Affairs Adm		-	
Total FTE: 0.0500		-	
Total Budget: \$ 1,050,591.00		\$ 1,045,591.00	\$

Budget Labor Distribution Information

☐ REMOVE THIS FOAP

	CURRENT VALUE	REQUEST VALUE	NEW VALUE
Fund Code: 111101		-	
Organization Code: 51		-	
Account Code: 60150		-	
Program Code: 1010		-	
Project Code(FTE): .05		-	
Budget: \$ 1,050,591.00		\$ 1,045,591.00 (-5000.00)	\$

Budget Code: 16065 % Budget Percentage: 100.00% 100.00% %

Add New Funding Source

Fund Code: Organization Code: Account Code: Program Code: Project Code(FTE): Budget: Budget Code: Budget Percentage: %

Add New Funding Source

Fund Code: Organization Code: Account Code: Program Code: Project Code(FTE): Budget: Budget Code: Budget Percentage: %

To add a new funding source, select the 'Add New Funding Source' checkbox and enter the required information. All fields are required when adding a new funding source.

cancel update

→ All form fields can be changed but a requested change value cannot be removed. If the field is cleared, the original position value will remain.
→ All changes will go through an approval process before they are applied.
→ Click the 'cancel' button to quit without saving changes.

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This is Sequence 2 of a Multiple Position PCF which has been submitted.

This is the form that is displayed after "Finished" has been clicked.

This form is updateable.

For Multiple Position PCF's, it is important to be aware of the Sequence # displayed.

DELETE is located only on sequence 1 of a Multiple Position PCF.

UPDATE corrects the information on the sequence # displayed.

Second Opportunity to Make Updates to the PCF:

Select the Reference Number that needs to be updated.

Open the Reference

See “How to Access the Position Change Form (PCF)” – page 2.

Note: A reference number can be updated or deleted by the originator only if it has **NOT** been approved at any level. Also, a PCF **CANNOT** be updated by the Budget Office.

Enter the reference number

Click on SEARCH

The screenshot shows the OneStop web interface. At the top is a purple navigation bar with links: Home, My Page, Tools, Community, Profile, and E-mail. Below this is a secondary bar with Logout, Personalize, and Help links. The main content area has a purple sidebar on the left with 'options' and 'search position' links. The main panel has a yellow background. It contains two search sections. The first section, 'Position Search', has a 'Position Number' input field, a 'Fiscal Year' dropdown menu set to '2007', and a 'Search' button. The second section, 'Search Position Change Reference', has a 'Reference Number' input field containing '114' and a 'Search' button. Red arrows point to the '114' in the input field and the 'Search' button in the second section.

This will bring up the reference number selected.

Example 13: Ref. 114 Single Position (shown as Originator)

Examples 14 & 15: Ref. 115 Multiple Positions (shown as Originator)

Example 14: Position 952579 - Sequence 1

Example 15: Position 929600 - Sequence 2

At this point for a Single Position PCF, make any updates to this change request. Click on “Update” when complete.

For Multiple Positions the position is referenced at the top, click next / previous to move to another position within that reference. To update one of the positions within the Multiple Position PCF, select the sequence # that needs to be changed, make the necessary changes, and then click on “Update”. Do this for each sequence that needs adjusting.

For a Multiple Position PCF “Delete” or “Deny” is located only on sequence 1.

Notes:

- Update will make adjustments to the original PCF
- Cancel will exit out of the PCF leaving the action pending
- Delete will void the position change request (Originator Only)
- Deny / Approve will deny or approve PCF (Approvers Only)

Example 13: Ref. 114 Single Position (shown as Originator)

[Home](#) | [My Page](#) | [Tools](#) | [Community](#) | [Profile](#) | [E-mail](#)

[Logout](#) | [Personalize](#) | [Help](#)

[tools > Position Change Web Form](#)

To modify this request, make any necessary changes and click the 'update' button. To access POSMAN reports, go to the [ccuBIC Report Manager](#).

[options](#)
[search position](#)

Position Information
Position Number: 300931 **Fiscal Year:** 2007 **Reference 114 (Sequence 1)**

Change Request Information
Originator: DOUGHTIEP
Status: SUBMITTED
Type of Change: Permanent
Change Action: Budget Dollar Change
 FTE Change
 Funding Change
Requested Effective Date of Change: 07/15/2007
Budget Transfer forthcoming: Y
Comments:
 Add \$10,000 from Special Fund ---plbd
 (500 characters max)

Approval Information
College Approver: HARRISONR
Division Approver: BOWENJ

Basic Position Information
Position Title: Accountant I
Beg Date: 07/16/02 **End Date:**
Position Type: Single
Position Class: 00701 - Accountant I

Ref #	Change Type	Budget Change	Status	Effective Date
102	P	0.00	Approved	07/15/07

	CURRENT VALUE	REQUEST VALUE	NEW VALUE
* Employee Class:	S1 SPA FT Perm exempt	-	
* Position Group:	-	-	
* Position Location:	240201 AF Financial Reporting Admin	-	
Exempt Indicator:	Y	Budget Type: P	

Total Position Budget Information

	CURRENT VALUE	REQUEST VALUE	NEW VALUE
* Position Owner Org:	240201 - AF Financial Reporting Admin	-	
* Total FTE:	1.0000	-	
* Total Budget:	\$ 49,979.00	\$ 59,979.00	

Budget Labor Distribution Information
☐ REMOVE THIS FOAP

	CURRENT VALUE	REQUEST VALUE	NEW VALUE
Fund Code:	111170	-	
Organization Code:	280101	-	
Account Code:	60200	-	
Program Code:	1700	-	
Project Code(FTE):	1.0	0.5000	
Budget:	\$ 49,979.00	\$ 29,990.00 (-19989.00)	
Budget Code:	16065	Budget Percentage: 100.00%	50.00%

☐ REMOVE THIS FOAP
 ** New Funding Source

	CURRENT VALUE	REQUEST VALUE	NEW VALUE
Fund Code:	-	310670	
Organization Code:	-	240501	
Account Code:	-	60200	
Program Code:	-	1100	
Project Code(FTE):	-	0.5000	
Budget:	-	\$ 29,989.00	
Budget Code:		Budget Percentage: 50.00%	

delete cancel update

To add a new funding source, select the 'Add New Funding Source' checkbox and enter the required information. All fields are required when adding a new funding source.

☐ Add New Funding Source
 Fund Code:
 Organization Code:
 Account Code:
 Program Code:
 Project Code(FTE):
 Budget: \$
 Budget Code: Budget Percentage: %

☐ Add New Funding Source
 Fund Code:
 Organization Code:
 Account Code:
 Program Code:
 Project Code(FTE):
 Budget: \$
 Budget Code: Budget Percentage: %


→ All form fields can be changed but a requested change value cannot be removed. If the field is cleared, the original position value will remain.
 → All changes will go through an approval process before they are applied.
 → Click the 'cancel' button to quit without saving changes.

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The individuals selected as approvers **cannot** be updated.

DELETE will change to DENY on the Approver's screen.

Example 14: Ref. 115 Sequence 1 - Position 952579 (shown as Originator)



[Home](#)
[My Page](#)
[Tools](#)
[Community](#)
[Profile](#)
[Email](#)

[Logout](#)
[Personalize](#)
[Help](#)

[tools > Position Change Web Form](#)

To modify this request, make any necessary changes and click the 'update' button. To access POSMAN reports, go to the [ecuBIC Report Manager](#).

[options](#)
[search position](#)

Position Information
Position Number: 952579 **Fiscal Year:** 2007 **Reference 115 (Sequence 1 of 2)**

Change Request Information
Originator: DOUGHTIEP
Status: SUBMITTED
Type of Change: Temporary
Change Action: Budget Dollar Change
FTE Change
Requested Effective Date of Change: 07/17/2007
Budget Transfer forthcoming: Y
Comments:
To increase position 952579 by \$5000 from position 929600. Budget transfer to follow. This is a multiple PCF ---pbd
(500 characters max)

Approval Information
Division Approver: BOWENJ

Basic Position Information
Position Title: Administrative Officer II
Beg Date: 05/01/96 **End Date:**
Position Type: Single
Position Class: 01606 - Administrative Officer II

Change References

Ref #	Change Type	Budget Change	Status	Effective Date
102	T	0.00	Locked	05/16/07
118	T	5000.00	Denied	07/17/07
111	T	6000.00	Approved	07/17/07

CURRENT VALUE
Employee Class: S1 SPA FT Perm exempt
Position Group: -
Position Location: 611501 HS Faculty Support Service
Exempt Indicator: N **Budget Type:** P

REQUEST VALUE
-
-
-

NEW VALUE
 ?
 ?
 ?

Total Position Budget Information
CURRENT VALUE
Position Owner Org: 611501 - HS Faculty Support Service
Total FTE: 1.0000
Total Budget: \$ 53,525.00

REQUEST VALUE
-
-
\$ 50,525.00

NEW VALUE
 ?
 ?
 ?

Budget Labor Distribution Information
☐ REMOVE THIS FOAP
Fund Code: 112101
Organization Code: 61150
Account Code: 60200
Program Code: 1010
Project Code(FTE): .80
Budget: \$ 42,820.00
Budget Code: 16066 % **Budget Percentage:** 80.00% 81.71%

REQUEST VALUE
-
-
-
0.8200
\$ 47,820.00 (5000.00)

NEW VALUE
 ?
 ?
 ?
 ?
 ?
 ?

INCREMENT
 ?
 ?
 ?
 ?
 ?
 ?

☐ REMOVE THIS FOAP
Fund Code: 314012
Organization Code: 610001
Account Code: 60200
Program Code: 1420
Project Code(FTE): .20
Budget: \$ 10,705.00
Budget Code: 06065 % **Budget Percentage:** 18.29%

REQUEST VALUE
-
-
-
0.1800
-

NEW VALUE
 ?
 ?
 ?
 ?
 ?
 ?

INCREMENT
 ?
 ?
 ?
 ?
 ?
 ?

To add a new funding source, select the 'Add New Funding Source' checkbox and enter the required information. All fields are required when adding a new funding source.

☐ Add New Funding Source
Fund Code: ?
Organization Code: ?
Account Code: ?
Program Code: ?
Project Code(FTE): ?
Budget: \$
Budget Code: **Budget Percentage:** %

☐ Add New Funding Source
Fund Code: ?
Organization Code: ?
Account Code: ?
Program Code: ?
Project Code(FTE): ?
Budget: \$
Budget Code: **Budget Percentage:** %


→ All form fields can be changed but a requested change value cannot be removed. If the field is cleared, the original position value will remain.
→ All changes will go through an approval process before they are applied.
→ Click the 'cancel' button to quit without saving changes.

Sequence 1 of a Multiple Position PCF displays the delete option.

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Example 15: Ref. 115 Sequence 2 - Position 929600 (shown as Originator)



[Home](#)
[My Page](#)
[Tools](#)
[Community](#)
[Profile](#)
[E-mail](#)

[Logout](#)
[Personalize](#)
[Help](#)

tools > [Position Change Web Form](#)

To modify this request, make any necessary changes and click the 'update' button. To access POSMAN reports, go to the [acuBIC Report Manager](#).

[options](#)
[search position](#)

Position Information

Position Number: 929600
 Fiscal Year: 2007
 [Catalogue Reference 115 \(Sequence 2\)](#)

Change Request Information

Originator: DOUGHTIEP
 Status: SUBMITTED
 Type of Change: Temporary
 Change Action: Budget Dollar Change
FTE Change
 Requested Effective Date of Change: 07/17/2007
 Budget Transfer forthcoming: Y
 Comments:

Transfer \$5000 from 929600 to 952579.
 Budget transfer to follow. Multiple PCF -
 reference 115, seq. 2 ---pbd

Approval Information

Division Approver: BOWENJ

Basic Position Information

Position Title: Teaching Instructor
 Reg Date: 12/01/96 **End Date:**

Position Type: Single
 Position Class: F0009 - Teaching Instructor

Ref #	Change Type	Budget Change	Status	Effective Date
111	T	-6000.00	Approved	07/17/07

	CURRENT VALUE	REQUEST VALUE	NEW VALUE
* Employee Class:	EB Faculty FT Perm 12 mo 100	-	
Position Group:	-	-	
* Position Location:	511101 AA Acad Affairs Adm	-	
Exempt Indicator:	Y Budget Type: P		

Total Position Budget Information

	CURRENT VALUE	REQUEST VALUE	NEW VALUE
* Position Owner Org:	511101 - AA Acad Affairs Adm	-	
			NEW VALUE INCREMENT
* Total FTE:	0.0500	-	
* Total Budget:	\$ 1,050,591.00	\$ 1,045,591.00	\$

Budget Labor Distribution Information

☐ REMOVE THIS FOAP

	CURRENT VALUE	REQUEST VALUE	NEW VALUE
Fund Code:	111101	-	
Organization Code:	51	-	
Account Code:	60160	-	
Program Code:	1010	-	
			NEW VALUE INCREMENT
Project Code(FTE):	.05	-	
Budget:	\$ 1,050,591.00	\$ 1,045,591.00 (-5000.00)	\$
	Budget Code: 16065 %	Budget Percentage: 100.00%	100.00% %

To add a new funding source, select the 'Add New Funding Source' checkbox and enter the required information. All fields are required when adding a new funding source.

☐ **Add New Funding Source**

Fund Code:
Organization Code:
Account Code:
Program Code:
Project Code(FTE):
Budget: \$
 Budget Code:

Budget Percentage: %

☐ **Add New Funding Source**

Fund Code:
Organization Code:
Account Code:
Program Code:
Project Code(FTE):
Budget: \$
 Budget Code:

Budget Percentage: %

→ All form fields can be changed but a requested change value cannot be removed. If the field is cleared, the original position value will remain.
 → All changes will go through an approval process before they are applied.
 → Click the 'cancel' button to quit without saving changes.

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Sequence 2 displays only the options to cancel or update.



How to Approve One or More Position Change Forms (PCF)

Functional Area: Position Management Module: HR

Approval Process:

The various approval levels may be populated as follows:

- Originator **must** select the College and/or Division
- College may select the Division
- Division **must** select Budget Office and may select another Division

Once the Originator has clicked on “Finished” on the PCF, the approver(s) will receive an email with the reference number.

Note: The emails are sent by order of approval; College first, then Division, then Budget. If more than one approver is selected at a particular level, each approver at the specific level will receive an email at the same time.

PCF Approval Selection for Reference 105

Position Information	
Position Number: 900931	Fiscal Year: 2007
Change Information	
* Type of Change:	<input checked="" type="radio"/> Permanent <input type="radio"/> Temporary
* Change Action: (check all that apply)	<input checked="" type="checkbox"/> FTE Change <input type="checkbox"/> Employee Class Change <input checked="" type="checkbox"/> Budget Dollar Change <input checked="" type="checkbox"/> Funding Change <input type="checkbox"/> Owner Org or Location Change
* Requested Effective Date of Change:	07/15/07
<input checked="" type="checkbox"/> Budget Transfer Form forthcoming	* Denotes required field

Approval Selection:
College
HARRISONR ?
*** Division**
BOWENJ ?
? (optional)

Example 16: Email for Ref 105 - Approval Requested

-----Original Message-----

From: doughtie@ecu.edu [<mailto:doughtie@ecu.edu>]
Sent: Friday, May 18, 2007 11:23 AM
To: Stroup, Ronda
Subject: A Position Change Request requires your approval

*** THIS EMAIL WAS AUTOMATICALLY GENERATED BY THE ECU ONESTOP ***

POSITION CHANGE WEB FORM

The following Position Change Request has been submitted through the OneStop Position Change Web Form application:

Change Request Information	
ORIGINATOR	: doughtie
REFERENCE	: 105
FISCAL YEAR	: 2007
COMMENTS	: Add \$10,000 from Special Funds --pmd

You were designated as an approver of this position change request.

PLEASE PROCESS THIS REQUEST AS FOLLOWS:

- 1.) Use your web browser to go to the ECU OneStop at <http://onestop.ecu.edu>.
- 2.) Login to the ECU OneStop using your ECU pirateID and password.
- 3.) Under the EMPLOYEE tab, click the POSITION CHANGE WEB FORM link.
- 4.) In the POSITION CHANGE WEB FORM application, enter 105 in the 'Reference Number' box.
- 5.) Click the 'Search' button associated with the Reference Number box.
- 6.) Follow the instructions to approve/deny the request.

*** THIS EMAIL WAS AUTOMATICALLY GENERATED BY THE ECU ONESTOP ***

This email is generated by OneStop and sent from the Originator to the first Approver.

The email contains the name of the originator, the reference #, the fiscal year and the comments.

Once the approver receives the email, he/she can access the reference number listed to approve it.

Note: See "How to Access the Position Change Form (PCF)" - page 2 -to locate how to access the referenced PCF.

Note: If a PCF needs to be updated see "How to Update or Delete One or More Position Change Forms (PCF)"- page 27.

Once in the referenced PCF, the approver has a few options depending on their approver status.

College / Division Approvers will be able to:

- Update – change the PCF request
- Cancel – to exit out of the PCF leaving the action pending
- Deny – denies the PCF request
- Approve – approves the PCF request

Note: Division Approvers must SELECT the Budget Office Approvers.

If the College / Division:

- ✓ Denies the request - the originator will receive an email stating that the request has been denied.
- ✓ Approves the request- an email is sent to the next approver.

Budget Office Approvers will be able to:

- ✓ Cancel – to exit out of the PCF leaving the action pending
- ✓ Deny – denies the PCF request
- ✓ Approve – approves the PCF request

Note: Budget Office CANNOT update the PCF

If the Budget Office:

- ✓ Denies the request - the originator will receive an email stating that the request has been denied
- ✓ Approves the request- the originator will receive an email stating that the request has been approved.

Once the Budget Office approves the PCF the action is submitted overnight as follows:

- ❖ Temporary Actions – to PosMan
- ❖ Permanent Actions – to INB Banner

Note: Once the changes are uploaded into INB Banner they are reflected on NBAPOSN and NBAPBUD.

Status Levels:

The status of the PCF may change with each Approver's action. The status is located on the PCF below Originator,

The status levels are:

- Submitted = finished by Originator or approved by College
- Locked = approved by Division1 and is no longer updateable
- Approved = approved by Budget Office(s); ready for validation then upload to Banner INB or PosMan
- Denied = denied which can be by any Approver
- Hold = unable to validate PCF; correction required by Originator

Status when Locked

Position Information		
Position Number:	900001	Fiscal Year: 2007
		Reference: 106 (Sequence: 1 of 2)
Change Request Information		Approval Information
Originator:	HARRISONR	Budget Office Approver:
Status:	LOCKED	ZIMMERK ✓ STROUPS

A **green check** will appear next to each approver once they have approved the PCF. A **red X** will appear next to the approver that denies the PCF.

PCF indicators of approval and denial:

Position Information		
Position Number:	900931	Fiscal Year: 2007
		Reference: 92 (Sequence: 1 of 1)
Change Request Information		Approval Information
Originator:	DOUGHTIEP	College Approver:
Status:	DENIED	HARRISONR ✓
Type of Change:	Permanent	Division Approver:
		BOWENJ ✗

Example 17: Email for Ref 105 -Approved

-----Original Message-----
From: williamsr@ecu.edu [<mailto:williamsr@ecu.edu>]
Sent: Monday, May 21, 2007 1:47 PM
To: Doughtie, Penney
Subject: Position Change Request approved

*** THIS EMAIL WAS AUTOMATICALLY GENERATED BY THE ECU ONESTOP ***

The following Position Change Request has been approved:

Change Request Information	
REFERENCE	: 00105
FISCAL YEAR	: 2007
COMMENTS	:
APPROVAL COMMENTS	:

*** THIS EMAIL WAS AUTOMATICALLY GENERATED BY THE ECU ONESTOP ***

Example 18: Email for Ref 92 - Denied

-----Original Message-----
From: bowenj@ecu.edu [<mailto:bowenj@ecu.edu>]
Sent: Monday, May 21, 2007 1:58 PM
To: Doughtie, Penney
Subject: Position Change Request Denied

*** THIS EMAIL WAS AUTOMATICALLY GENERATED BY THE ECU ONESTOP ***

POSITION CHANGE WEB FORM

The following Position Change Request has been denied by Janice Bowen:

Change Request Information	
REFERENCE	: 92
FISCAL YEAR	: 2007
COMMENTS	:

*** THIS EMAIL WAS AUTOMATICALLY GENERATED BY THE ECU ONESTOP ***

Approval of a Single Position PCF:

Example 19: Ref 105 ready for review and approval by Division

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home my page tools community profile email

OneStop

Logout [X] | Personalize [X] | Help [?] | Tools > Position Change Web Form

To modify this request, make any necessary changes and click the 'update' button. To process this request, select at least one budget office approver, enter any approver's name, and click the 'approve' or 'deny' button. To access POSMAN reports, go to the [ecucbic.Raport Manager](#).

Position Information

Position Number: 100031 Fiscal Year: 2007

Change Request Information

Originator: DOUGHTIEP
Status: SUBMITTED
Type of Change: Permanent
Change Action: Budget Dollar Change
FTE Change
Funding Change
Requested Effective Date of Change: 07/15/2007
Budget Transfer forthcoming: Y

Approval Information

College Approver: HARRISONB ✓
Division Approver: DOWENJ
Division Approver (optional):

Foundation ☐
Grants and Contracts ☐
HS Admin & Fin ☐
Special Funds ☐
University Budget Office ☐

Requester Comments: Add \$10,000 from Special Funds --pend
approving request now

College Approver:

Basic Position Information

Position Title: Accountant I
Req Date: 07/16/02 End Date:
Position Type: Single
Position Class: 00701 - Accountant I

Change References

Ref #	Change Type	Budget Change	Status	Effective Date
<u>105</u>	P	0.00	Submitted	06/16/07

Employee Class: S1 SPA FT Perm exempt
Position Group: 240201 - AF Financial Reporting Ad
Position Location: Y
Exempt Indicator: Y
Budget Type: P

Total Position Budget Information

	CURRENT VALUE	REQUEST VALUE	NEW VALUE
Position Owner Org:	240201 - AF Financial Reporting Ad		
NEW VALUE INCREMENT			
Total FTE:	1.0000		
Total Budget:	\$ 49,979.00	\$ 59,979.00	

Budget Labor Distribution Information

☐ REMOVE THIS FOAP

	CURRENT VALUE	REQUEST VALUE	NEW VALUE
Fund Code:	111170		
Organization Code:	280101		
Account Code:	60200		
Program Code:	1700		
Project Code(ITE):	1.0	0.0000	
Budget:	\$ 49,979.00	\$ 29,989.00 (-19989.00)	
Budget Code:	16066		
Budget Percentage:	100.00%	60.00%	

☐ REMOVE THIS FOAP

New Funding Source

	CURRENT VALUE	REQUEST VALUE	NEW VALUE
Fund Code:		310671	
Organization Code:		240501	
Account Code:		60200	
Program Code:		1100	
Project Code(ITE):		0.0000	
Budget:		\$ 29,989.00	
Budget Code:			
Budget Percentage:		50.00%	

Approver Comments:

000 character max

Reference SIP5 (Sequence 1)

update cancel deny approve

Add New Funding Source

Fund Code:
Organization Code:
Account Code:
Program Code:
Project Code(ITE):
Budget: \$
Budget Code:
Budget Percentage: %

Add New Funding Source

Fund Code:
Organization Code:
Account Code:
Program Code:
Project Code(ITE):
Budget: \$
Budget Code:
Budget Percentage: %

All form fields can be changed but a requested change value cannot be removed. If the field is cleared, the original position value will remain.
All changes will go through an approval process before they are applied.
Click the 'Cancel' button to quit without saving changes.

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A green check ✓ shows beside approver's name once approved; if denied a red x ✗ is shown.

The Change References box informs you of other changes to the position. If the reference number is underlined you may view it. If it is not underlined you may not view it. Each heading is self-explanatory. Once a permanent action is APPROVED and sent to INB Banner it will no longer be reflected here because it will become part of the current value.

The Division Approver has the option to Update, Cancel (make no changes and leave as pending), Deny or Approve.

Example 20: Ref 105 approval by Division

East Carolina University [home](#) [my page](#) [tools](#) [community](#) [profile](#) [email](#)

OneStop

[Logout](#) | [Personalize](#) | [Help](#)

[tools](#) > [Position Change Web Form](#)

To modify this request, make any necessary changes and click the 'update' button. To process this request, select at least one budget office approver, enter any optional comments then click the 'approve' or 'deny' button. To access POSMAN reports, go to the [scuBIC Report Manager](#).

Position Information

Position Number: 900031 Fiscal Year: 2007 Reference 105 (Sequence 1)

Change Request Information

Originator: DOUGHTIEP
Status: SUBMITTED
Type of Change: Permanent
Change Action: Budget Dollar Change
FTE Change
Funding Change
Requested Effective Date of Change: 07/15/2007
Budget Transfer forthcoming: Y

Approval Information

College Approver: HARRISONR ✓
Division Approver: DOWENJ
Division Approver (optional):

Foundation:
Grants and Contracts:
HS Admin & Fin:
Special Funds: ZIMMERK ✓
University Budget Office: WILLIAMSR ✓

Requestor Comments: Add \$10,000 from Special Funds --pmd
approving request now

College Approver:

Basic Position Information

Position Title: Accountant I
Beg Date: 07/16/02 End Date:
Position Type: Single
Position Class: 00701 - Accountant I

Change References

Ref #	Change Type	Budget Change	Status	Effective Date
92		0.00	Submitted	05/16/07

Employee Class: S1 SPA FT Perm exempt
Position Group: -
Position Location: 240201 AF Financial Reporting Ad
Exempt Indicator: Y **Budget Type:** P

Total Position Budget Information

Position Owner Org: 240201 - AF Financial Reporting Ad
NEW VALUE INCREMENT
Total FTE: 1.0000
Total Budget: \$ 49,979.00

Budget Labor Distribution Information

☐ REMOVE THIS FOAP
Fund Code: 111170
Organization Code: 260101
Account Code: 60200
Program Code: 1700
Project Code(FTE): 1.0
Budget: \$ 49,979.00
Budget Code: 16065 % Budget Percentage: 100.00% 60.00%

NEW VALUE INCREMENT

REMOVE THIS FOAP
New Funding Source
Fund Code: -
Organization Code: -
Account Code: -
Program Code: -
Project Code(FTE): -
Budget: \$ 29,909.00
Budget Code: % Budget Percentage: 50.00%

Approvers:

Approved -- Job

Reference 105 (Sequence 1)

Add New Funding Source

Fund Code:
Organization Code:
Account Code:
Program Code:
Project Code(FTE):
Budget: \$
Budget Code: **Budget Percentage:** %

Add New Funding Source

Fund Code:
Organization Code:
Account Code:
Program Code:
Project Code(FTE):
Budget: \$
Budget Code: **Budget Percentage:** %

→ All form fields can be changed but a requested change value cannot be removed. If the field is cleared, the original position value will remain.
→ All changes will go through an approval process before they are applied.
→ Click the 'cancel' button to quit without saving changes.

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Status is
SUBMITTED.

Approvers have been
selected in both Special
Funds and University
Budget Office because
both funding sources are
involved.

Comments
have been
added which
include the
Division
Approver
initials.

Click on APPROVE.

Example 21: Ref 105 approved by Division

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Below is the information associated with the specified position change request.

options
[search position](#)

Position Information

Position Number: 900931 Fiscal Year: 2007 Reference: 105 (Sequence: 1 of 1)

Change Request Information

Originator: DOUGHTIEP
Status: LOCKED
Type of Change: Permanent
Change Action: Budget Dollar Change
FTE Change
Funding Change

Approval Information

College Approver: HARRISONR ✓
Division Approver: BOWENJ ✓
Budget Office Approver: WILLIAMSR
ZIMMERK

Requested Effective Date of Change: 07/15/2007
Budget Transfer forthcoming: Y
Requestor Comments: Add \$10,000 from Special Funds --pmd
College Approver: approving request now
Division Approver: Approved -- jsb

Basic Position Information

Position Title: Accountant I
Beg Date: 07/16/02 End Date:
Position Type: Single
Position Class: 00701 - Accountant I

	CURRENT VALUE	NEW VALUE
Employee Class:	S1 SPA FT Perm exempt	-
Position Group:		-
Position Location:	240201 AF Financial Reporting Ad	-
Exempt Indicator:	Y Budget Type: P	

Total Position Budget Information

	CURRENT VALUE	NEW VALUE
Position Owner Org:	240201 - AF Financial Reporting Ad	-
Total FTE:	1.0000	-
Total Budget:	\$49979.00	\$ 59979.00

Budget Labor Distribution Information

	CURRENT VALUE	NEW VALUE
Fund Code:	111170	-
Organization Code:	280101	-
Account Code:	60200	-
Program Code:	1700	-
Project Code(FTE):	1.0	0.5000
Budget:	\$49979.00 100.00%	\$29990.00 50.00%

☐ **ADD NEW FUNDING SOURCE**

	CURRENT VALUE	NEW VALUE
Fund Code:	-	310671
Organization Code:	-	240501
Account Code:	-	60200
Program Code:	-	1100
Project Code(FTE):	-	0.5000
Budget:	-	\$29989.00 50.00%

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Status is
LOCKED.

** Reference: 105 has been approved **

Budget Office
approvals have not
been granted.

Example 22: Ref 105 Complete and Approved by Budget

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Below is the information associated with the specified position change request.

options

search position

Position Information

Position Number: 900931

Fiscal Year: 2007

Reference: 105 (Sequence: 1 of 1)

Change Request Information

Originator: DOUGHTIEP

Status: APPROVED

Type of Change: Permanent

Change Action: Budget Dollar Change
FTE Change
Funding Change

Requested Effective Date of Change: 07/15/2007

Budget Transfer forthcoming: Y

Approval Information

College Approver: HARRISONR ✓

Division Approver: BOWENJ ✓

Budget Office Approver: WILLIAMSR ✓
ZIMMERK ✓

Requestor Comments: Add \$10,000 from Special Funds --pmd

College Approver: approving request now

Division Approver: Approved -- jsb

Budget Office Approver: none

Budget Office Approver: Approved ---kmz

Basic Position Information

Position Title: Accountant I

Beg Date: 07/16/02

Position Type: Single

Position Class: 00701 - Accountant I

End Date:

CURRENT VALUE

Employee Class: S1 SPA FT Perm exempt

Position Group:

Position Location: 240201 AF Financial Reporting Admin

Exempt Indicator: Y

Budget Type: P

NEW VALUE

-

-

-

Total Position Budget Information

CURRENT VALUE

NEW VALUE

Position Owner Org: 240201 - AF Financial Reporting Admin

Total FTE: 1.0000

Total Budget: \$49979.00

-

-

\$ 59979.00

Budget Labor Distribution Information

CURRENT VALUE

NEW VALUE

Fund Code: 111170

Organization Code: 280101

Account Code: 60200

Program Code: 1700

Project Code(FTE): 1.0

Budget: \$49979.00 100.00%

-

-

-

-

0.5000

\$29990.00 50.00%

ADD NEW FUNDING SOURCE

CURRENT VALUE

NEW VALUE

Fund Code: -

Organization Code: -

Account Code: -

Program Code: -

Project Code(FTE): -

Budget: -

310671

240501

60200

1100

0.5000

\$29989.00 50.00%

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Status is
APPROVED.

All Approvers have a
green check which
indicates the PCF has
been approved by
everyone.

Approval of a Multiple Position PCF (CHECK each Sequence):

Example 23: Ref 115 (Sequence 1) ready for review and approval by Division

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To modify this request, make any necessary changes and click the 'update' button. To process this request, select at least one budget office and any optional comments then click the 'approve' or 'deny' button. To access POSMAN reports, go to the [scu@EC Report Manager](#).

Position Information
Position Number: 952679 **Fiscal Year:** 2007 **Reference 115 (Sequence 1)**

Change Request Information
Originator: DOUGHTIEP
Status: SUBMITTED
Type of Change: Temporary
Change Action: Budget Dollar Change
FTE Change:
Requested Effective Date of Change: 07/17/2007
Budget Transfer forthcoming: Y

Approval Information
Division Approver: DOWENJ

Division Approver (optional):

Foundation:
Grants and Contracts:
HS Admin & Fin:
Special Funds:
University Budget Office:

Requester Comments: To increase position 952679 by \$5000 from position 529600. Budget transfer to follow. This is a multiple PCF ---pbd.

Basic Position Information
Position Title: Administrative Officer II
Beg Date: 05/01/06 **End Date:**
Position Type: Single
Position Class: 01606 - Administrative Officer II

Employee Class: S1 SPA FT Perm exempt
Position Group: -
Position Location: 611601 HS Faculty Support Service
Exempt Indicator: N **Budget Type:** P

Total Position Budget Information

	CURRENT VALUE	REQUEST VALUE	NEW VALUE
Position Owner Org:	611501 - HS Faculty Support Service	-	<input type="text"/> <input type="button" value="v"/>
Total FTE:	1.0000	-	<input type="text"/> <input type="button" value="v"/>
Total Budget:	\$ 53,525.00	\$ 58,525.00	\$ <input type="text"/> <input type="button" value="v"/>

Budget Labor Distribution Information

☐ REMOVE THIS FOAP

	CURRENT VALUE	REQUEST VALUE	NEW VALUE
Fund Code:	112101	-	<input type="text"/> <input type="button" value="v"/>
Organization Code:	61150	-	<input type="text"/> <input type="button" value="v"/>
Account Code:	60200	-	<input type="text"/> <input type="button" value="v"/>
Program Code:	1010	-	<input type="text"/> <input type="button" value="v"/>
Project Code(FTE):	.00	0.0200	<input type="text"/> <input type="button" value="v"/>
Budget:	\$ 42,020.00	\$ 47,020.00 (5000.00)	\$ <input type="text"/> <input type="button" value="v"/>
Budget Code:	10066	Budget Percentage: 80.00%	B1 71% <input type="text"/> <input type="button" value="v"/>

☐ REMOVE THIS FOAP

	CURRENT VALUE	REQUEST VALUE	NEW VALUE
Fund Code:	114012	-	<input type="text"/> <input type="button" value="v"/>
Organization Code:	610001	-	<input type="text"/> <input type="button" value="v"/>
Account Code:	60200	-	<input type="text"/> <input type="button" value="v"/>
Program Code:	1420	-	<input type="text"/> <input type="button" value="v"/>
Project Code(FTE):	.20	0.1800	<input type="text"/> <input type="button" value="v"/>
Budget:	\$ 10,705.00	-	\$ <input type="text"/> <input type="button" value="v"/>
Budget Code:	06065	Budget Percentage: 18.29%	<input type="text"/> <input type="button" value="v"/>

Approver Comments:

(500 characters max)

Reference 115 (Sequence 1 of 2) next >>

Add New Funding Source

☐ Add New Funding Source

Fund Code:
 Organization Code:
 Account Code:
 Program Code:
 Project Code(FTE):
 Budget: \$
 Budget Code:
 Budget Percentage: %

☐ Add New Funding Source

Fund Code:
 Organization Code:
 Account Code:
 Program Code:
 Project Code(FTE):
 Budget: \$
 Budget Code:
 Budget Percentage: %

→ All form fields can be changed but a requested change value cannot be removed. If the field is cleared, the original position value will remain.
 → All changes will go through an approval process before they are applied.
 → Click the 'cancel' button to quit without saving changes.

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Sequence 1 of the Multiple Position PCF is referenced.

Position Number is 952579.

Status is SUBMITTED.

Division selects the Budget Office approvers.

CHECK all sequences before approving.

Only sequence 1 allows the approver to APPROVE or DENY the complete PCF.

Example 24: Ref 115(Sequence 2) ready for review and approval by Division

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To modify this request, make any necessary changes and click the 'update' button. To process this request, select at least one optional comment then click the 'approve' or 'deny' button. To access POSMAN reports, go to the [ecuBLC Report Manager](#)

options
[search position](#)

Position Information
Position Number: 929600 Fiscal Year: 2007 [Previous](#) [Reference 115 \(Sequence 2\)](#)

Change Request Information
Originator: DOUGHTIEP
Status: SUBMITTED
Type of Change: Temporary
Change Action: Budget Dollar Change
FTE Change
Requested Effective Date of Change: 07/17/2007
Budget Transfer forthcoming: Y
Requestor Comments: Transfer \$5000 from 929600 to 952579. Budget transfer to follow. Multiple PCF - reference 115, seq. 2 --pbd

Approval Information
Division Approver: BOWENJ

Basic Position Information
Position Title: Teaching Instructor
Beg Date: 12/01/96 End Date:
Position Type: Single
Position Class: F0009 - Teaching Instructor

Ref #	Change Type	Budget Change	Status	Effective Date
111	T	-5000.00	Approved	07/17/07

Employee Class: EB Faculty FT Perm 12 mo 100
Position Group: -
Position Location: 511101 AA Acad Affairs Adm
Exempt Indicator: Y **Budget Type:** P

Total Position Budget Information

	CURRENT VALUE	REQUEST VALUE	NEW VALUE
Position Owner Org:	511101 - AA Acad Affairs Adm	-	
Total FTE:	0.0500	-	
Total Budget:	\$ 1,050,591.00	\$ 1,045,591.00	\$ -5,000.00

Budget Labor Distribution Information
☐ REMOVE THIS FOAP

	CURRENT VALUE	REQUEST VALUE	NEW VALUE
Fund Code:	111101	-	
Organization Code:	51	-	
Account Code:	60150	-	
Program Code:	1010	-	
Project Code(FTE):	.05	-	
Budget:	\$ 1,050,591.00	\$ 1,045,591.00	\$ -5,000.00

Budget Code: 16065 % Budget Percentage: 100.00% 100.00%

[Previous](#) [Reference 115 \(Sequence 2\)](#) [Jump to page 1](#)
[cancel](#) [update](#)

To add a new funding source, select the 'Add New Funding Source' checkbox and enter the required information. All fields are required when adding a new funding source.

☐ **Add New Funding Source**

Fund Code:
Organization Code:
Account Code:
Program Code:
Project Code(FTE):
Budget: \$
Budget Code: Budget Percentage: %

☐ **Add New Funding Source**

Fund Code:
Organization Code:
Account Code:
Program Code:
Project Code(FTE):
Budget: \$
Budget Code: Budget Percentage: %

→ All form fields can be changed but a requested change value cannot be removed. If the field is cleared, the original position value will remain.
→ All changes will go through an approval process before they are applied.
→ Click the 'cancel' button to quit without saving changes.

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Sequence 2 of the Multiple Position PCF is referenced.

Position Number is 929600.

Sequence 2 (or greater) only allow the approver to CANCEL or UPDATE that sequence #.

Once all sequences have been checked, return to Sequence 1 and ADD the Budget Approvers and Comments then click on "APPROVED".

Example 25: Ref 115 approved by Division

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Below is the information associated with the specified position change request.

options
[search position](#)

Position Information
Position Number: 952579 Fiscal Year: 2007 Reference: 115 (Sequence: 1 of 2) [next >>](#)

Change Request Information
Originator: DOUGHTIEP
Status: LOCKED
Type of Change: Temporary
Change Action: Budget Dollar Change
FTE Change
Requested Effective Date of Change: 07/17/2007
Budget Transfer forthcoming: Y

Approval Information
Division Approver: BOWENJ ✓
Budget Office Approver: ZIMMERK

Requestor Comments:
To increase position 952579 by \$5000 from position 929600. Budget transfer to follow. This is a multiple PCF ---pbd

Division Approver:
Approved --jsb

Basic Position Information
Position Title: Administrative Officer II
Beg Date: 05/01/96 End Date:
Position Type: Single
Position Class: 01606 - Administrative Officer II

	CURRENT VALUE	NEW VALUE
Employee Class:	S1 SPA FT Perm exempt	-
Position Group:		-
Position Location:	611501 HS Faculty Support Service	-
Exempt Indicator:	N Budget Type: P	

Total Position Budget Information

	CURRENT VALUE	NEW VALUE
Position Owner Org:	611501 - HS Faculty Support Service	-
Total FTE:	1.0000	-
Total Budget:	\$53525.00	\$ 58525.00

Budget Labor Distribution Information

	CURRENT VALUE	NEW VALUE
Fund Code:	112101	-
Organization Code:	61150	-
Account Code:	60200	-
Program Code:	1010	-
Project Code(FTE):	.80	0.8200
Budget:	\$42820.00 80.00%	\$47820.00 81.71%

	CURRENT VALUE	NEW VALUE
Fund Code:	314012	-
Organization Code:	610001	-
Account Code:	60200	-
Program Code:	1420	-
Project Code(FTE):	.20	0.1800
Budget:	\$10705.00 18.29%	-

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Sequence 1 of 2.

Once the status is LOCKED, the PCF can no longer be updated.

Example 26: Ref 115 approved by Division

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Below is the information associated with the specified position change request.

options

search position

Position Information

Position Number: 929600

Fiscal Year: 2007

[<<previous Reference: 115 \(Sequence: 2 of 2\)](#)

Change Request Information

Originator: DOUGHTIEP

Status: LOCKED

Type of Change: Temporary

Change Action: Budget Dollar Change
FTE Change

Requested Effective Date of Change: 07/17/2007

Budget Transfer forthcoming: Y

Approval Information

Division Approver: BOWENJ ✓

Budget Office Approver: ZIMMERK

Requestor Comments:

Transfer \$5000 from 929600 to 952579. Budget transfer to follow. Multiple PCF - reference 115, seq. 2 ---pbd

Division Approver:

Approved --jsb

Basic Position Information

Position Title: Teaching Instructor

Beg Date: 12/01/96

End Date:

Position Type: Single

Position Class: F0009 - Teaching Instructor

	CURRENT VALUE	NEW VALUE
Employee Class:	EB Faculty FT Perm 12 mo 100	-
Position Group:		-
Position Location:	511101 AA Acad Affairs Adm	-
Exempt Indicator:	Y	
Budget Type:	P	

Total Position Budget Information

	CURRENT VALUE	NEW VALUE
Position Owner Org:	511101 - AA Acad Affairs Adm	-
Total FTE:	0.0500	-
Total Budget:	\$1050591.00	\$ 1045591.00

Budget Labor Distribution Information

	CURRENT VALUE	NEW VALUE
Fund Code:	111101	-
Organization Code:	51	-
Account Code:	60150	-
Program Code:	1010	-
Project Code(FTE):	.05	-
Budget:	\$1050591.00 100.00%	\$1045591.00 100.00%

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Sequence 2 of 2.

Example 27: Ref 115 approved by Budget Office

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Below is the information associated with the specified position change request.

options
[search position](#)

Position Information

Position Number: **952579** Fiscal Year: 2007 Reference: 115 (Sequence: 1 of 2) [next >>](#)

Change Request Information

Originator: DOUGHTIEP
Status: APPROVED
Type of Change: Temporary
Change Action: Budget Dollar Change
FTE Change
Requested Effective Date of Change: 07/17/2007
Budget Transfer forthcoming: Y

Approval Information

Division Approver: BOWENJ ✓
Budget Office Approver: ZIMMERK ✓

Requestor Comments: To increase position 952579 by \$5000 from position 929600. Budget transfer to follow. This is a multiple PCF ---pbd

Division Approver: Approved --jsb
Budget Office Approver: Approved ---kmz

Basic Position Information

Position Title: Administrative Officer II
Beg Date: 05/01/96 End Date:
Position Type: Single
Position Class: 01606 - Administrative Officer II

	CURRENT VALUE	NEW VALUE
Employee Class:	S1 SPA FT Perm exempt	-
Position Group:		-
Position Location:	611501 HS Faculty Support Service	-
Exempt Indicator:	N	
Budget Type:	P	

Total Position Budget Information

	CURRENT VALUE	NEW VALUE
Position Owner Org:	611501 - HS Faculty Support Service	-
Total FTE:	1.0000	-
Total Budget:	\$53525.00	\$ 58525.00

Budget Labor Distribution Information

	CURRENT VALUE	NEW VALUE
Fund Code:	112101	-
Organization Code:	61150	-
Account Code:	60200	-
Program Code:	1010	-
Project Code(FTE):	.80	0.8200
Budget:	\$42820.00 80.00%	\$47820.00 81.71%

	CURRENT VALUE	NEW VALUE
Fund Code:	314012	-
Organization Code:	610001	-
Account Code:	60200	-
Program Code:	1420	-
Project Code(FTE):	.20	0.1800
Budget:	\$10705.00 18.29%	-


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Sequence 1 of 2.

Example 28: Ref 115 approved by Budget Office

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tools > Position Change Web Form

Below is the information associated with the specified position change request.

options
search position

Position Information

Position Number: 929600 Fiscal Year: 2007 <<previous Reference: 115 (Sequence: 2 of 2)

Change Request Information

Originator: DOUGHTIEP
Status: APPROVED
Type of Change: Temporary
Change Action: Budget Dollar Change
FTE Change
Requested Effective Date of Change: 07/17/2007
Budget Transfer forthcoming: Y

Approval Information

Division Approver: BOWENJ ✓
Budget Office Approver: ZIMMERK ✓

Requestor Comments:

Transfer \$5000 from 929600 to 952579.
Budget transfer to follow. Multiple PCF -
reference 115, seq. 2 ---pbd

Division Approver: Approved --jsb
Budget Office Approver: Approved ---kmz

Basic Position Information

Position Title: Teaching Instructor
Beg Date: 12/01/96 End Date:
Position Type: Single
Position Class: F0009 - Teaching Instructor

	CURRENT VALUE	NEW VALUE
Employee Class:	EB Faculty FT Perm 12 mo 100	-
Position Group:		-
Position Location:	511101 AA Acad Affairs Adm	-
Exempt Indicator:	Y Budget Type: P	

Total Position Budget Information

	CURRENT VALUE	NEW VALUE
Position Owner Org:	511101 - AA Acad Affairs Adm	-
Total FTE:	0.0500	-
Total Budget:	\$1050591.00	\$ 1045591.00

Budget Labor Distribution Information

	CURRENT VALUE	NEW VALUE
Fund Code:	111101	-
Organization Code:	51	-
Account Code:	60150	-
Program Code:	1010	-
Project Code(FTE):	.05	-
Budget:	\$1050591.00 100.00%	\$1045591.00 100.00%

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Sequence 2 of 2.



Budget Office Use of Position Change Form (PCF)

Functional Area: Position Management Module: HR

The Budget Office(s) have the FINAL authority over the Position Change Form (PCF). Without a Budget Office approval the changes on a PCF will not get uploaded to Banner INB.

Listed are the Budget Offices:

- Foundation (includes Medical Foundation)
- Grants and Contracts
- HS Admin & Fin
- Special Funds
- University Budget Office

Budget Office Approvers will be able to:

- ◆ Originate – create a PCF action
- ◆ Request Approval – request approval of College, Division, and/or another Budget Office
- ◆ Cancel – to exit out of the PCF leaving the action pending
- ◆ Deny – denies the PCF request
- ◆ Approve – approves the PCF request

Note: Budget Office CANNOT update a PCF which was originated at the College or Division level.

If the Budget Office:

- ✓ Denies the request - the originator will receive an email stating that the request has been denied.
- ✓ Approves the request - the originator will receive an email stating that the request has been approved.

Once the Budget Office approves the PCF the action is submitted overnight as follows:

- ❖ Temporary Actions – to PosMan
- ❖ Permanent Actions – to INB Banner

Note: Once the changes are uploaded into INB Banner they are reflected on NBAPOSN and NBAPBUD.

To Originate a Position Change Form (PCF):

Open the Position Change Form (PCF)

See “How to Access the Position Change Form (PCF)” – page 2.

To Create a Position Change Form (PCF)

See “How to Initiate Changes to One or More Positions” – page 9.

Note: There are a few changes to the original instructions that apply **ONLY** to the Budget Offices.

Position Information
Position Number: 900931 Fiscal Year: 2007

Change Information
* Type of Change: ☐ Permanent ☐ Temporary
* Change Action: (check all that apply) ☐ FTE Change
☐ Employee Class Change
☐ Budget Dollar Change
☐ Funding Change
☐ Owner Org or Location Change
* Requested Effective Date of Change:
☐ Budget Transfer Form forthcoming * Denotes required field
☐ **Approval Required**
Email the following about this change (optional):

Approval Selection:
College ?
Division ?
 ?
Foundation ?
Grants and Contracts ?
HS Admin & Fin ?
Special Funds ?
University Budget Office ?

The position screen for a Budget Approval person displays a check box for “**APPROVAL REQUIRED**”. Check this box **ONLY** if you want the PCF to be approved by another area. When checked, another APPROVER must be selected in the APPROVAL section. Notice the Budget Approver can select ANY type of other APPROVER.

If “APPROVAL REQUIRED” is checked this means when the Budget Approver finishes this action an email will be sent to the selected additional approver. The PCF will not be “APPROVED” until the selected approver approves the action.

Example 29: PCF - Entire Document

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tools > Position Change Web Form

To submit this change and attach a related change, enter all relevant information and click the 'attach next change' button. To submit a change to the position, enter all relevant information and click the 'finished' button. The 'Change References' area contains all pending permanent action requests and all temporary action requests related to this position for the selected fiscal year. If you are allowed to view the details of the request, there will be a link associated with the request. To access POSMAN reports, go to the [ecuBIC Report Manager](#).

options

search position

Position Information

Position Number: 900931

Fiscal Year: 2007

Change Information

Type of Change: ☐ Permanent ☐ Temporary

Change Action: (check all that apply) ☐ FTE Change ☐ Employee Class Change ☐ Budget Dollar Change ☐ Funding Change ☐ Owner Org or Location Change

Requested Effective Date of Change:

☐ Budget Transfer Form forthcoming
 ☐ Approval Required

Email the following about this change (optional):

Comments:

Approval Selection:

College:

Division:

Foundation:

Grants and Contracts:

HS Admin & Fin:

Special Funds:

University Budget Office:

Basic Position Information

Position Title: Accountant I

Beg Date: 07/16/02

Position Type: Single

Position Class: 00701 - Accountant I

End Date:

Employee Class: S1 SPA FT Perm exempt

Position Group: -

Position Location: 240201 AF Financial Reporting Admin

Exempt Indicator: Y

Budget Type: P

CURRENT VALUE

NEW VALUE

Total Position Budget Information

Position Owner Org: 240201 - AF Financial Reporting Admin

NEW VALUE

INCREMENT

NEW VALUE

INCREMENT

Budget Labor Distribution Information

REMOVE THIS FOAP

Fund Code: 111170

Organization Code: 280101

Account Code: 60200

Program Code: 1700

Project Code(FTE): 1.0

Budget: \$ 49,979.00

Budget Code: 16065

Budget Percentage: 100.00%

Change References

Ref #	Change Type	Budget Change	Status	Effective Date
** No Position Changes **				

attach next change

cancel

finished

Add New Funding Source

Fund Code:

Organization Code:

Account Code:

Program Code:

Project Code(FTE):

Budget: \$

Budget Code:

Budget Percentage: %

Add New Funding Source

Fund Code:

Organization Code:

Account Code:

Program Code:

Project Code(FTE):

Budget: \$

Budget Code:

Budget Percentage: %

You are classified as a super user.

If there is another change related to this change, click the 'attach next change' button.

If this change is not related to another, click the 'finished' button to save your changes.

Click the 'finished' button to save your changes.

Click the 'cancel' button to quit without saving changes.

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Prepared: September 16, 2008


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How to Approve a Position Change Form (PCF) created by another office:

The Budget Office Approver(s) will be selected by the Division. Once the Division approves the PCF an email will be sent to those approvers who were selected.

Example 30: Email from Division to Budget Office Approver

Extra line breaks in this message were removed.

From:  bowenj@ecu.edu To: Zimmer, Kelly Cc: Subject: A Position Change Request requires your approval	From: Division To: Budget Office	Sent: Wed 5/23/2007 7:11 AM
---	-------------------------------------	-----------------------------

*** THIS EMAIL WAS AUTOMATICALLY GENERATED BY THE ECU ONESTOP ***

POSITION CHANGE WEB FORM

The following Position Change Request has been submitted through the OneStop Position Change Web Form application:

Change Request Information
ORIGINATOR : DOUGHTIEP
REFERENCE : 115
FISCAL YEAR : 2007
COMMENTS : Approved --jsb

You were designated as an approver of this position change request.

PLEASE PROCESS THIS REQUEST AS FOLLOWS:

- 1.) Use your web browser to go to the ECU OneStop at <http://onestop.ecu.edu>.
- 2.) Login to the ECU OneStop using your ECU pirateID and password.
- 3.) Under the EMPLOYEE tab, click the POSITION CHANGE WEB FORM link.
- 4.) In the POSITION CHANGE WEB FORM application, enter 115 in the 'Reference Number' box.
- 5.) Click the 'Search' button associated with the Reference Number box.
- 6.) Follow the instructions to approve/deny the request.

*** THIS EMAIL WAS AUTOMATICALLY GENERATED BY THE ECU ONESTOP ***

The email contains the originator, the reference #, the fiscal year and the comments.

Once the Budget Approver receives the email, they can access the reference number listed to approve it.

See “How to Access the Position Change Form (PCF)” – page 2- to locate how to access the referenced PCF.

For a Single Position (PCF) see the examples below:

Example 31: Ref 105 ready for review and approval by Budget

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OneStop

[Logout](#) | [Personalize](#) | [Help](#)

[tools](#) > [Position Change Web Form](#)

Below is the information associated with the specified position change request.

options
[search position](#)

Position Information
Position Number: 900931 Fiscal Year: 2007 Reference: 105 (Sequence: 1 of 1)

Change Request Information
Originator: DOUGHTIEP
Status: LOCKED
Type of Change: Permanent
Change Action: Budget Dollar Change
FTE Change
Funding Change
Requested Effective Date of Change: 07/15/2007
Budget Transfer forthcoming: Y

Approval Information
College Approver: HARRISONR ✓
Division Approver: BOWENJ ✓
Budget Office Approver: WILLIAMSR
ZIMMERK

Requestor Comments: Add \$10,000 from Special Funds --pmd
College Approver: approving request now
Division Approver: Approved -- jsb

Foundation ?
Grants and Contracts ?
HS Admin & Fin ?
Special Funds ?
University Budget Office ?

Basic Position Information
Position Title: Accountant I
Beg Date: 07/16/02
Position Type: Single
Position Class: 00701 - Accountant I
End Date:

Employee Class: S1 SPA FT Perm exempt
Position Group: -
Position Location: 240201 AF Financial Reporting Admin
Exempt Indicator: Y **Budget Type:** P

Total Position Budget Information

	CURRENT VALUE	NEW VALUE
Position Owner Org:	240201 - AF Financial Reporting Admin	-
Total FTE:	1.0000	-
Total Budget:	\$49979.00	\$ 59979.00

Budget Labor Distribution Information

	CURRENT VALUE	NEW VALUE
Fund Code:	111170	-
Organization Code:	280101	-
Account Code:	60200	-
Program Code:	1700	-
Project Code(FTE):	1.0	0.5000
Budget:	\$49979.00 100.00%	\$29990.00 50.00%

☒ **ADD NEW FUNDING SOURCE**

	CURRENT VALUE	NEW VALUE
Fund Code:	-	310671
Organization Code:	-	240501
Account Code:	-	60200
Program Code:	-	1100
Project Code(FTE):	-	0.5000
Budget:	-	\$29989.00 50.00%

Process Request
Approver Comments:

(500 characters max)

Reference: 105 (Sequence: 1 of 1)

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Status is
LOCKED.

Specified Budget
Approver(s) can
select other
Budget
Approvers.

Budget Approvers
can only Cancel,
Deny or Approve a
PCF.

Budget Approvers can
add comments about the
PCF action.

Example 32: Ref 105 Approved by One Budget Office



home my page tools community profile email

OneStop

Logout | Personalize | Help

tools > [Position Change Web Form](#)

Message received by
Budget Approver after
approval of the PCF.

Below is the information associated with the specified position change request.

** Request 105 was successfully approved **

options

[search position](#)

Status is still
LOCKED
because all
Budget Offices
have not
approved PCF.

Comments are
listed by
Approver.

Position Information		Reference: 105 (Sequence: 1 of 1)															
Position Number:	900931	Fiscal Year: 2007															
Change Request Information																	
Originator:	DOUGHTIEP																
Status:	LOCKED																
Type of Change:	Permanent																
Change Action:	Budget Dollar Change FTE Change Funding Change																
Requested Effective Date of Change:	07/15/2007																
Budget Transfer forthcoming:	Y																
Approval Information																	
College Approver:	HARRISONR ✓																
Division Approver:	BOWENJ ✓																
Budget Office Approver:	ZIMMERK ✓ WILLIAMSR																
Requestor Comments: Add \$10,000 from Special Funds --pmd																	
College Approver:	approving request now																
Division Approver:	Approved -- jsb																
Budget Office Approver:	Approved ---kmz																
Basic Position Information																	
Position Title:	Accountant I																
Beg Date:	07/16/02	End Date:															
Position Type:	Single																
Position Class:	00701 - Accountant I																
<table style="width: 100%;"> <thead> <tr> <th></th> <th>CURRENT VALUE</th> <th>NEW VALUE</th> </tr> </thead> <tbody> <tr> <td>Employee Class:</td> <td>S1 SPA FT Perm exempt</td> <td>-</td> </tr> <tr> <td>Position Group:</td> <td></td> <td>-</td> </tr> <tr> <td>Position Location:</td> <td>240201 AF Financial Reporting Admin</td> <td>-</td> </tr> <tr> <td>Exempt Indicator:</td> <td>Y</td> <td>Budget Type: P</td> </tr> </tbody> </table>				CURRENT VALUE	NEW VALUE	Employee Class:	S1 SPA FT Perm exempt	-	Position Group:		-	Position Location:	240201 AF Financial Reporting Admin	-	Exempt Indicator:	Y	Budget Type: P
	CURRENT VALUE	NEW VALUE															
Employee Class:	S1 SPA FT Perm exempt	-															
Position Group:		-															
Position Location:	240201 AF Financial Reporting Admin	-															
Exempt Indicator:	Y	Budget Type: P															
Total Position Budget Information																	
	CURRENT VALUE	NEW VALUE															
Position Owner Org:	240201 - AF Financial Reporting Admin	-															
Total FTE:	1.0000	-															
Total Budget:	\$49979.00	\$ 59979.00															
Budget Labor Distribution Information																	
	CURRENT VALUE	NEW VALUE															
Fund Code:	111170	-															
Organization Code:	280101	-															
Account Code:	60200	-															
Program Code:	1700	-															
Project Code(FTE):	1.0	0.5000															
Budget:	\$49979.00 100.00%	\$29990.00 50.00%															
ADD NEW FUNDING SOURCE																	
	CURRENT VALUE	NEW VALUE															
Fund Code:	-	310671															
Organization Code:	-	240501															
Account Code:	-	60200															
Program Code:	-	1100															
Project Code(FTE):	-	0.5000															
Budget:	-	\$29989.00 50.00%															

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Example 33: Ref 105 Approved by All Budget Offices

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[tools](#) > [Position Change Web Form](#)

Below is the information associated with the specified position change request.

[options](#)
[search position](#)

Position Information

Position Number: 900931 **Fiscal Year:** 2007 **Reference:** 105 (Sequence: 1 of 1)

Change Request Information

Originator: DOUGHTIEP
Status: APPROVED
Type of Change: Permanent
Change Action: Budget Dollar Change
FTE Change
Funding Change
Requested Effective Date of Change: 07/15/2007
Budget Transfer forthcoming: Y

Approval Information

College Approver: HARRISONR ✓
Division Approver: BOWENJ ✓
Budget Office Approver: WILLIAMSR ✓
ZIMMERK ✓

Requestor Comments: Add \$10,000 from Special Funds --pmd
College Approver: approving request now
Division Approver: Approved -- jsb
Budget Office Approver: none
Budget Office Approver: Approved ---kmz

Basic Position Information

Position Title: Accountant I
Beg Date: 07/16/02 **End Date:**
Position Type: Single
Position Class: 00701 - Accountant I

	CURRENT VALUE	NEW VALUE
Employee Class: S1 SPA FT Perm exempt	-	-
Position Group:	-	-
Position Location: 240201 AF Financial Reporting Admin	-	-
Exempt Indicator: Y Budget Type: P		

Total Position Budget Information

	CURRENT VALUE	NEW VALUE
Position Owner Org: 240201 - AF Financial Reporting Admin	-	-
Total FTE: 1.0000	-	-
Total Budget:	\$49979.00	\$ 59979.00

Budget Labor Distribution Information

	CURRENT VALUE	NEW VALUE
Fund Code: 111170	-	-
Organization Code: 280101	-	-
Account Code: 60200	-	-
Program Code: 1700	-	-
Project Code(FTE): 1.0	0.5000	0.5000
Budget: \$49979.00 100.00%	\$29990.00	50.00%

ADD NEW FUNDING SOURCE

	CURRENT VALUE	NEW VALUE
Fund Code:	-	310671
Organization Code:	-	240501
Account Code:	-	60200
Program Code:	-	1100
Project Code(FTE):	-	0.5000
Budget:	-	\$29989.00 50.00%

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Status is NOW
APPROVED.

Green Checks
show ALL
Budget Offices
have
APPROVED
the PCF.

For a Multiple Position (PCF) see the examples below:

Note: For a Multiple (PCF) make sure to CHECK ALL Sequences before APPROVING.

Example 34: Ref 115 ready for review and approval by Budget

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OneStop

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[tools](#) > [Position Change Web Form](#)

Below is the information associated with the specified position change request.

Reference is sequence 1 of 2.

Position Number is 952579.

Specified Budget Approver(s) can select other Budget Approvers.

For a Multiple PCF APPROVE and DENY are only on sequence 1.

For a Multiple PCF comments can only be added on sequence 1.

Reference: 115 (Sequence: 1 of 2) [next >>](#)

[cancel](#) [deny](#) [approve](#)

Position Information

Position Number: 952579 Fiscal Year: 2007 Reference: 115 (Sequence: 1 of 2) [next >>](#)

Change Request Information

Originator: DOUGHTIEP
 Status: LOCKED
 Type of Change: Temporary
 Change Action: Budget Dollar Change
 FTE Change
 Requested Effective Date of Change: 07/17/2007
 Budget Transfer forthcoming: Y

Requestor Comments: To increase position 952579 by \$5000 from position 929600. Budget transfer to follow. This is a multiple PCF ---pbd

Division Approver: Approved --jsb

Approval Information

Division Approver: BOWENJ ✓
Budget Office Approver: ZIMMERK

Foundation ?

Grants and Contracts ?

HS Admin & Fin ?

Special Funds ?

University Budget Office ?

Basic Position Information

Position Title: Administrative Officer II
Beg Date: 05/01/96 **End Date:**
Position Type: Single
Position Class: 01606 - Administrative Officer II

	CURRENT VALUE	NEW VALUE
Employee Class: S1 SPA FT Perm exempt	-	-
Position Group:	-	-
Position Location: 611501 HS Faculty Support Service	-	-
Exempt Indicator: N Budget Type: P	-	-

Total Position Budget Information

	CURRENT VALUE	NEW VALUE
Position Owner Org: 611501 - HS Faculty Support Service	-	-
Total FTE: 1.0000	-	-
Total Budget: \$53525.00	\$53525.00	\$58525.00

Budget Labor Distribution Information

	CURRENT VALUE	NEW VALUE
Fund Code: 112101	-	-
Organization Code: 61150	-	-
Account Code: 60200	-	-
Program Code: 1010	-	-
Project Code(FTE): .80	0.8200	0.8200
Budget: \$42820.00 80.00%	\$42820.00	\$47820.00 81.71%

	CURRENT VALUE	NEW VALUE
Fund Code: 314012	-	-
Organization Code: 610001	-	-
Account Code: 60200	-	-
Program Code: 1420	-	-
Project Code(FTE): .20	0.1800	0.1800
Budget: \$10705.00 18.29%	\$10705.00	-

Process Request

Approver Comments:

(500 characters)

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Example 35: Ref 115 ready for review and approval by Budget

Position Number is 929600.

Reference is sequence 2 of 2.

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[my page](#)
[tools](#)
[community](#)
[profile](#)
[email](#)

OneStop

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[tools > Position Change Web Form](#)

Below is the information associated with the specified position change request.

[options](#)
[search position](#)

[Jump to page 1](#)

Position Information	
Position Number: 929600	Fiscal Year: 2007
<<previous Reference: 115 (Sequence: 2 of 2)	

Change Request Information

Originator: DOUGHTIEP

Status: LOCKED

Type of Change: Temporary

Change Action: Budget Dollar Change
FTE Change

Requested Effective Date of Change: 07/17/2007

Budget Transfer forthcoming: Y

Requestor Comments: Transfer \$5000 from 929600 to 952579. Budget transfer to follow. Multiple PCF - reference 115, seq. 2 ---pbd

Division Approver: Approved --jsb

Approval Information

Division Approver: BOWENJ ✓

Budget Office Approver: ZIMMERK

Basic Position Information

Position Title:	Teaching Instructor	
Beg Date:	12/01/96	End Date:
Position Type:	Single	
Position Class:	F0009 - Teaching Instructor	

CURRENT VALUE

Employee Class: EB Faculty FT Perm 12 mo 100

Position Group:

Position Location: 511101 AA Acad Affairs Adm

Exempt Indicator: Y Budget Type: P

NEW VALUE

-

-

-

Total Position Budget Information

	CURRENT VALUE	NEW VALUE
Position Owner Org:	511101 - AA Acad Affairs Adm	-
Total FTE:	0.0500	-
Total Budget:	\$1050591.00	\$ 1045591.00

Budget Labor Distribution Information

	CURRENT VALUE	NEW VALUE
Fund Code:	111101	-
Organization Code:	51	-
Account Code:	60150	-
Program Code:	1010	-
Project Code(FTE):	.05	-
Budget:	\$1050591.00 100.00%	\$1045591.00 100.00%

[<<previous Reference: 115 \(Sequence: 2 of 2\)](#)
[Jump to page 1](#)

No action can be taken on any sequence other than sequence 1.

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Message received when PCF is APPROVED.

Reference is sequence 1 of 2.

the specified position change request.

** Request 115 was successfully approved **

search position

n Number
79.

s NOW
OVED.

Position Information	
Position Number:	952579 Fiscal Year: 2007 Reference: 115 (Sequence: 1 of 2) next >>

Change Request Information

Originator: DOUGHTIEP

Status: APPROVED

Type of Change: Temporary

Change Action: Budget Dollar Change FTE Change

Requested Effective Date of Change: 07/17/2007

Budget Transfer forthcoming: Y

Requestor Comments: To increase position 952579 by \$5000 from position 929600. Budget transfer to follow. This is a multiple PCF ---pbd

Division Approver: Approved --jsb

Budget Office Approver: Approved ---kmz

Approval Information

Division Approver: BOWENJ ✓

Budget Office Approver: ZIMMERK ✓

Green Checks show the PCF has been APPROVED.

Basic Position Information	
Position Title:	Administrative Officer II
Beg Date:	05/01/96 End Date:
Position Type:	Single
Position Class:	01606 - Administrative Officer II

	CURRENT VALUE	NEW VALUE
Employee Class:	S1 SPA FT Perm exempt	-
Position Group:		-
Position Location:	611501 HS Faculty Support Service	-
Exempt Indicator:	N Budget Type: P	

Total Position Budget Information	
	CURRENT VALUE NEW VALUE
Position Owner Org:	611501 - HS Faculty Support Service -
Total FTE:	1.0000 -
Total Budget:	\$53525.00 \$ 58525.00

Budget Labor Distribution Information	
	CURRENT VALUE NEW VALUE
Fund Code:	112101 -
Organization Code:	61150 -
Account Code:	60200 -
Program Code:	1010 -
Project Code(FTE):	.80 0.8200
Budget:	\$42820.00 80.00% \$47820.00 81.71%
	CURRENT VALUE NEW VALUE
Fund Code:	314012 -
Organization Code:	610001 -
Account Code:	60200 -
Program Code:	1420 -
Project Code(FTE):	.20 0.1800
Budget:	\$10705.00 18.29% -

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Example 37: Ref 115 Approved by Budget

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OneStop

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tools > Position Change Web Form

Below is the information associated with the specified position change request.

options
search position

Position Number is 929600.

Reference is sequence 2 of 2.

Jump to page 1

Position Information

Position Number: 929600 Fiscal Year: 2007 <<previous Reference: 115 (Sequence: 2 of 2)

Change Request Information

Originator: DOUGHTIEP
Status: APPROVED
Type of Change: Temporary
Change Action: Budget Dollar Change
FTE Change
Requested Effective Date of Change: 07/17/2007
Budget Transfer forthcoming: Y
Requestor Comments: Transfer \$5000 from 929600 to 952579.
Budget transfer to follow. Multiple PCF -
reference 115, seq. 2 ---pbd
Division Approver: Approved --jsb
Budget Office Approver: Approved ---kmz

Approval Information

Division Approver: BOWENJ ✓
Budget Office Approver: ZIMMERK ✓

Basic Position Information

Position Title: Teaching Instructor
Beg Date: 12/01/96 End Date:
Position Type: Single
Position Class: F0009 - Teaching Instructor

CURRENT VALUE

NEW VALUE

Employee Class: EB Faculty FT Perm 12 mo 100 -
Position Group: -
Position Location: 511101 AA Acad Affairs Adm -
Exempt Indicator: Y Budget Type: P

Total Position Budget Information

CURRENT VALUE

NEW VALUE

Position Owner Org: 511101 - AA Acad Affairs Adm -
Total FTE: 0.0500 -
Total Budget: \$1050591.00 \$ 1045591.00

Budget Labor Distribution Information

CURRENT VALUE

NEW VALUE

Fund Code: 111101 -
Organization Code: 51 -
Account Code: 60150 -
Program Code: 1010 -
Project Code(FTE): .05 -
Budget: \$1050591.00 100.00% \$1045591.00 100.00%

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Prepared: September 16, 2008

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Position Change Form (PCF) Helpful Tips

Functional Area: Position Management Module: HR

1. The position number or a reference number is required to access the position change form. To locate a position number, go to POSMAN, INB, or departmental personnel records.
2. Clicking on the  displays the allowable entries for that field. At this time typing is allowed only in the FOAP and Project (FTE) fields. For all other fields, entry of the criteria is performed by clicking  and selecting the appropriate value to populate the field. In the future this may change.
3. Approval Selection is grouped by funding areas. Click the  for a list of the approvers.
4. Fund Code, Organization Code, Account Code, Program Code and Project Code (FTE) are listed within the  by the number. At this time there is no other sort option.
5. Do NOT use commas or dollar symbols when entering amounts. Budget dollars MUST be entered as a whole number.
6. “Total FTE” and “Total Budget” values must equal the sum of all funding source “Project Code (FTE)” and “Budget” values. For example, the summary budget must equal the total of the individual budgets.
7. “Change Reference” box lists all permanent actions until the actions are approved and applied. Once applied the actions become part of INB Banner and are reflected in the position’s current value.
8. “Change Reference” box lists all temporary and denied actions for the fiscal year.
9. After a PCF has been approved but before it is uploaded to Banner it must pass through an automatic validation. If there is a problem, the PCF status will change from approved to a HOLD Status. At this point an email will be sent to the originator indicating the fields that need to be corrected.
10. For questions after class please email BANNERQUESTIONS@ecu.edu.
11. Documentation is posted on the web at the following link:
<http://www.ecu.edu/cs-its/banner/accesstrainingmaterials.cfm>.



Which Tool Do I Use for Which Action?

Functional Area: Position Management Module: HR

Position Actions		Employee and/or Job Actions
PeopleAdmin	Position Change Form (on OneStop)	EPAFs
New Position	Funding Change on the Position	New Employee
Reclassify Position	Budget Dollars Change on Position	Reclassify Employee
Abolish Position	FTE Change on Position	Funding Change on the Employee's Job Record
	Owner Org Change or Location Change of Position	FTE Change on Employee and/or Job Record
		Other personnel actions for employee and/or job

Type of Action	Tool to Use
➤ New Position	PeopleAdmin
➤ Reclassify Position	PeopleAdmin
➤ Abolish Position	PeopleAdmin
➤ Funding Change on the Position	Position Change Form
➤ Budget Dollars Change on Position	Position Change Form
➤ FTE Change on Position	Position Change Form
➤ Owner Org Change or Location Change of Position	Position Change Form
➤ New Employee	EPAF
➤ Reclassify Employee	EPAF
➤ Funding Change on the Employee's Job Record	EPAF
➤ FTE Change on Employee and/or Job Record	EPAF
➤ Other personnel actions for employee and/or job	EPAF