When should I complete a Position Change Form (PCF)?

A position change form should be completed whenever there is a change to a position: Funding change, FTE change, Budget dollar change, Employee Class change, Position Owner Org change.

Do I include benefits when transferring money between positions on the PCF?

No. Benefits are only included on the budget transfer.

Should I include comments on the PCF?

Yes. It is extremely important to include comments on the PCF, so the approver will know exactly what you are trying to do. Failure to include comments will result in the PCF being denied.

How do I transfer funding between two positions?

When transferring funding from one position to another, both positions involved in the transfer should be included on the PCF. Complete the PCF for the position you are debiting, and then click “attach next change” and put in the position number you are crediting and complete the form.

How many actions can I do on a PCF?

There should be only one credit and one debit on the PCF. Multiple actions should not be included on the form. When PCF’S are processed and approved with multiple actions the PCF goes in a hold status and will not process until corrected. Also, it makes tracking the position history more difficult when actions are lumped together instead of being listed separately.

How long does it take for the PCF to update in the system?

Once all approvers have approved the PCF, it usually updates within 10 minutes.

How do I remove state funding from a position in order to add grant funding on the PCF?

State funding can only be removed from a position, by transferring the funds to a reserve position or another position number.

How do I update the PCF for a MFPP funded position that is included in next year’s budget?

Complete the PCF and update the salary to what it should be and put in the comment section that the increase is budgeted in 08/09 budget. The effective date on the PCF will need to be 7-1-08 or greater.

CSS labor account codes for PCF vs an EPAF.

The account code used for CSS labor on the PCF is 60200, the position budget pool. You will notice that on EPAF’S for a CSS action the labor expense is 60202, the actual CSS labor expense account.

Who do I submit PCF’S to for approval?

East Campus – Send to your appropriate Unit, Division and appropriate Budget Office.

West Campus – Send to your appropriate Unit, Division and appropriate Budget Office.