

### **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?**

The form will allow up to 11 position sequences or actions. However, when submitting multiple actions, the total debits/credits of the form must equal zero. If they do not, the PCF may go in a hold status and will not process until corrected.

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

Once all approvers have approved the PCF, and if it does not have a future effective date, the PCF usually applies within 5-10 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. State fund changes and grant changes should not be submitted on the same PCF; PCFs should be processed separately by budget code.

### **How do I submit a temporary PCF if my FOAP is not listed on the form?**

This is a common question that comes up when actions are submitted using positions with multiple permanent and temporary funding sources. The form itself only reflects the permanent FOAP budget values on the position. Although FOAPs with temporary budget are not shown, if there is sufficient permanent budget elsewhere on the position, the PCF will go through. You will need to “add new funding source” to input your FOAP action. You may receive a pop-up box informing you that the *perm* budget value on this FOAP is less than 0, just click ok.

### **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.