



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

Functional Area: Position Management Module: HR

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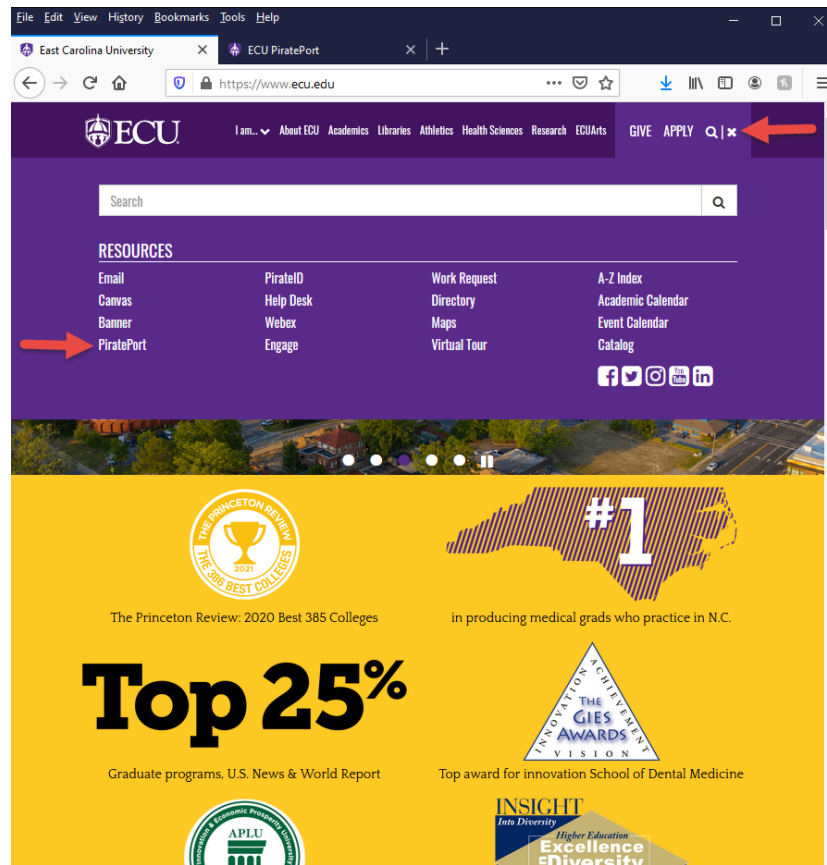
# How to Access the Position Change Form (PCF)

Functional Area: Position Management Module: HR

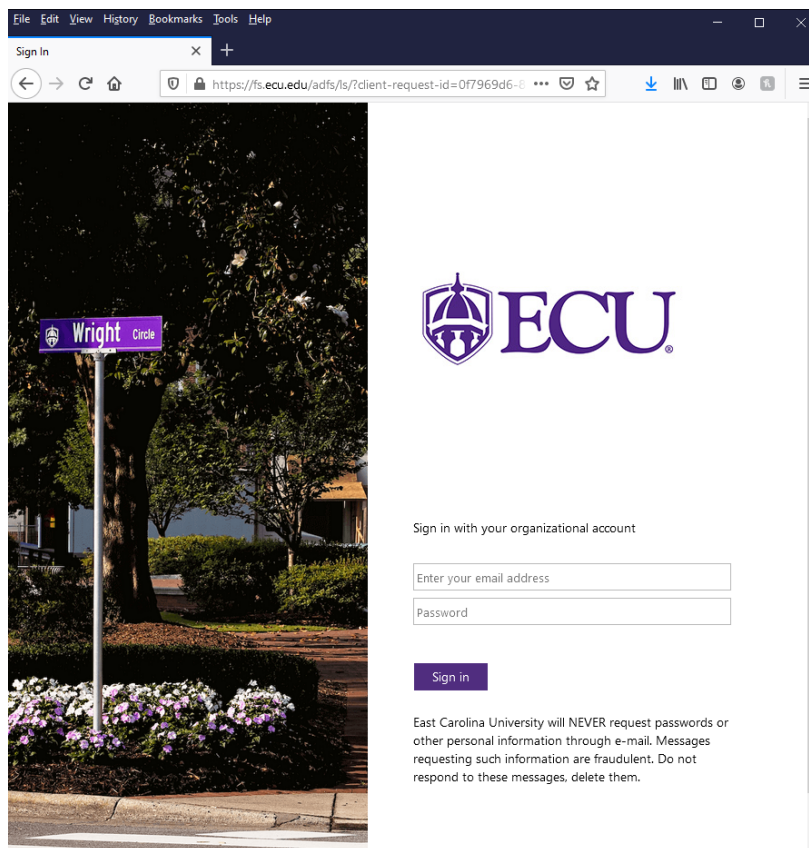
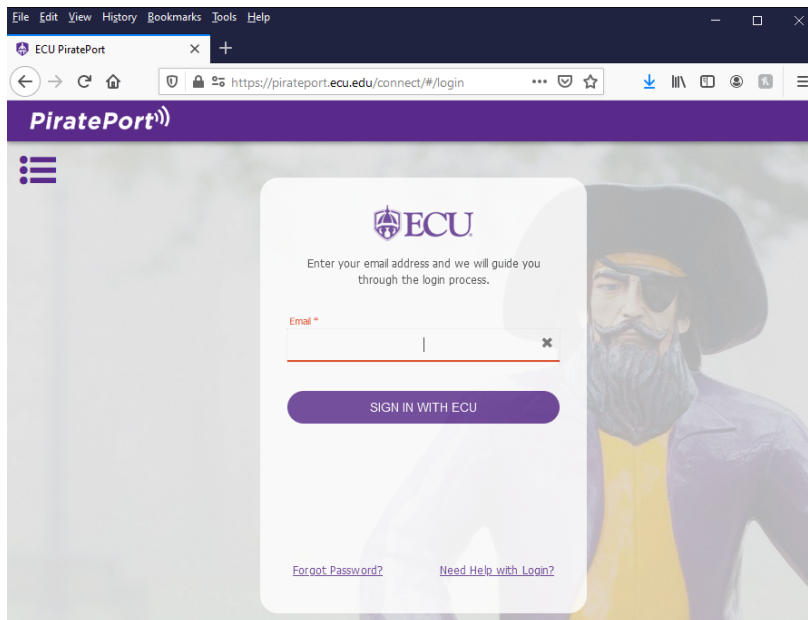
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The Position Change Form (PCF) is located on Pirate Port.

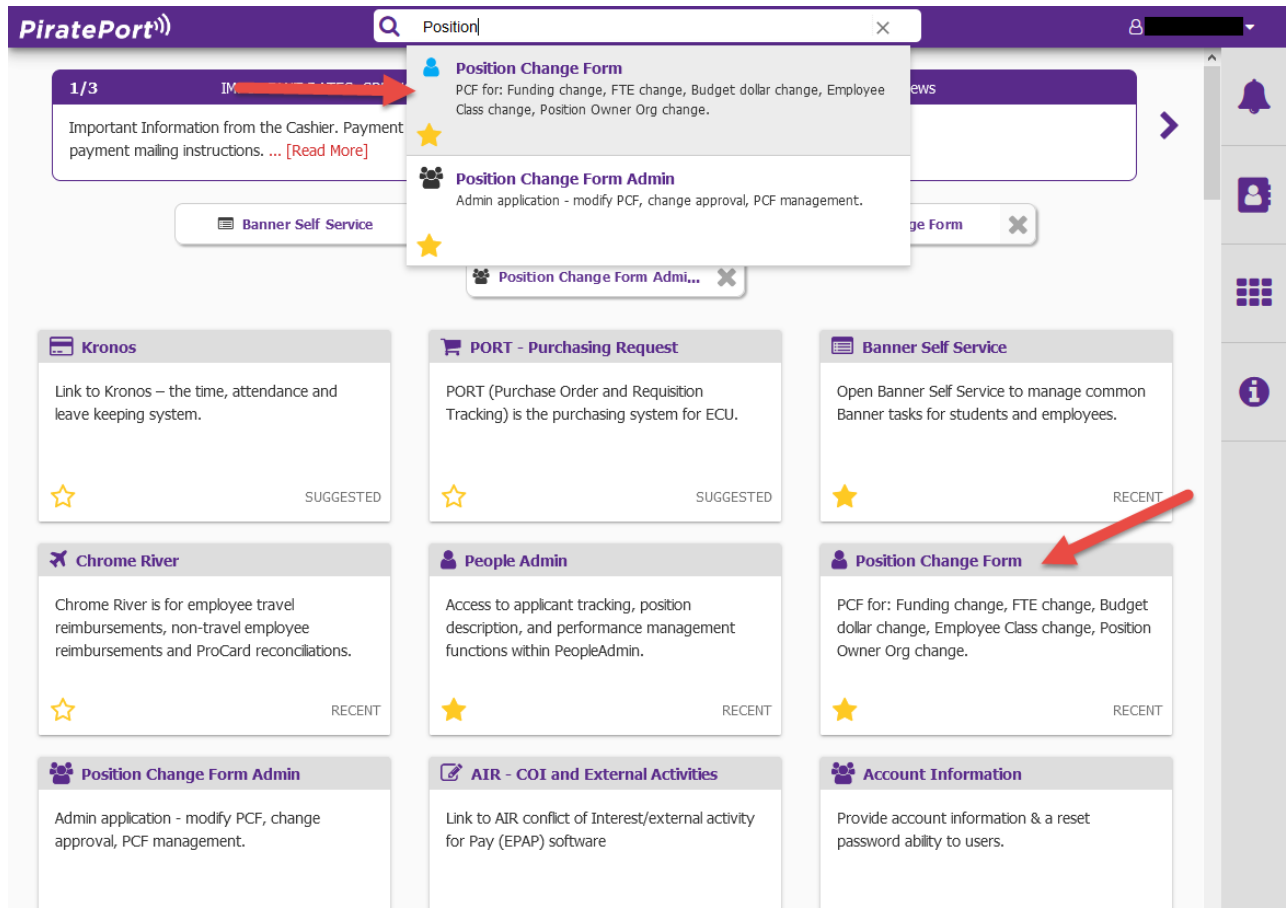
To access Pirate Port start at the ECU Home page and click on Pirate Port or by going to [pirateport.ecu.edu](https://pirateport.ecu.edu).



When prompted enter your ECU Email, then click on "SIGN IN WITH ECU". You will then be prompted to second log in where you will log in with your ECU Email and password.

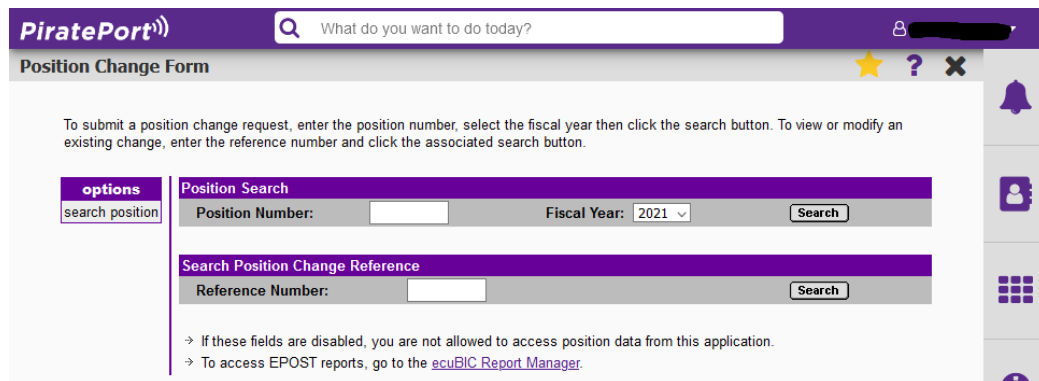


Once on Pirate Port click on the "Position Change Web Form" link which you can find by the Search Bar or below on the main page.



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).

ecuBIC Report Manager.'"/>

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

### Example 1: Position Change Form (PCF)

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 EPOST reports, go to the [acuBIC Report Manager](#).

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

[print this form](#)

**Position Information**

Position Number: 902688 Fiscal Year: 2021

**CHANGE INFORMATION**

\* Type of Change:  Permanent  Temporary

\* Change Action: (check all that apply)

FTE Change  
 Budget Dollar Change  
 Funding Change  
 Owner Org or Location Change

\* Requested Effective Date of Change:  (Enter date as MM/DD/YYYY)

Budget Transfer Form forthcoming \* Denotes required field

Approval Required

Send an optional FYI email to the following pirate IDs:

PCF users

Non-PCF users

**APPROVAL SELECTION**

College  ?

Division  ?

Foundation  ?

Grants and Contracts  ?

HS Admin & Fin  ?

Special Funds  ?

University Budget Office  ?

\* Comments:

(500 characters max)

**BASIC POSITION INFORMATION**

Position Title:

Beg Date: 02/01/06 End Date:

Position Type: Single

Position Class:

Employee Class: S2 SHRA FT Perm nonexempt 100

Change References				
Ref #	Change Type	Budget Change	Status	Effective Date
124873	T	\$ 250.00	Approved	12/16/20

CURRENT VALUE NEW VALUE

\* Position Location:  ?

Position Group: 1 Contributing Exempt Indicator: N Budget Type: P

**TOTAL POSITION BUDGET INFORMATION**

CURRENT VALUE NEW VALUE INCREMENT

\* Position Owner Org:  ?

\* Total FTE: 1

\* Total Budget:  \$

**BUDGET LABOR DISTRIBUTION INFORMATION**

REMOVE THIS FOAP

FOAP: 111180 - 25 - 60200 - 0000

CURRENT VALUE NEW VALUE INCREMENT

Project Code(FTE): 1.0

Budget:  \$

Budget Code: 16065

Budget Percentage: 100% 0%

\* Budget code and budget percentage fields are view-only.

[attach next change](#) [cancel](#) [finished](#)

Add New Funding Source

Fund	Organization	Account	Program
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Project Code(FTE):	<input type="text"/> ?		
Budget:	\$ <input type="text"/>		
Budget Code:			
Budget Percentage:	0%		

- 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.

**To Select a Reference Number:**

Enter the Reference Number  
Click on SEARCH

ecuBIC Report Manager.' The interface also features a sidebar on the right with a notification bell, a user profile icon, and a grid icon."/>

**PiratePort** What do you want to do today?

### Position Change 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: 2021

**Search Position Change Reference**  
Reference Number:

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

**This will open up the Reference Form.**

## Example 2: Reference Form

**Position Information**

Position Number: [REDACTED] Fiscal Year: 2021 Reference: 124679 (Sequence: 1 of 25) [next >>](#)

**CHANGE REQUEST INFORMATION**

Originator: QUISTS  
Status: APPROVED  
Type of Change: Temporary  
Change Action: Budget Dollar Change  
Request Submit Date: 12/01/2020  
Effective Date of Change: 12/16/2020  
Budget Transfer forthcoming: Y

**APPROVAL INFORMATION**

Division Approver: COLEMANS ✓  
Budget Office Approver: FANNINGL17 ✓

Requestor Comments: [REDACTED]

Division Approver: none  
Budget Office Approver: BD006027

**BASIC POSITION INFORMATION**

Position Title: 10900 Business Officer  
Beg Date: 06/16/07 End Date:  
Position Type: Single  
Position Class: 10900 - 10900 Business Officer  
Employee Class: S1 SHRA FT Perm exempt

	CURRENT VALUE	NEW VALUE
Position Location:	710101 RGH Rsrch Econ Dev Engagement	-
Position Group: 2 Journey	Exempt Indicator: Y	Budget Type: P

**TOTAL POSITION BUDGET INFORMATION**

	CURRENT VALUE	NEW VALUE
Position Owner Org:	710101 - RGH Rsrch Econ Dev Engagement Adm	-
Total FTE:	1.0000	-
Total Budget:	[REDACTED]	[REDACTED]

**BUDGET LABOR DISTRIBUTION INFORMATION**

FOAP: 120188 - 710101 - 60200 - 0000

	CURRENT VALUE	NEW VALUE
Project Code(FTE):	1.0000	-
Budget:	[REDACTED] 99.63%	-

**NEW FUNDING SOURCE**

FOAP: 310670 - 210101 - 60200 - 0000

	CURRENT VALUE	NEW VALUE
Project Code(FTE):	-	0.0000
Budget:		\$ 250.00 0.37%

Reference: 124679 (Sequence: 1 of 25) [next >>](#)



# 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

ecuBIC Report Manager.'"/>

**Position:** 902688

**Fiscal Year:** 2021

Click on SEARCH

This opens the position number screen.

## Position Screen:

Note: \* asterisk indicates that a value is required.

The screenshot shows a web form titled "Position Information" with the following details:

- Position Number: 902688
- Fiscal Year: 2021



**CHANGE INFORMATION**


- \* Type of Change:  Permanent  Temporary
- \* Change Action: (check all that apply)
  - FTE Change
  - Budget Dollar Change
  - Funding Change
  - Owner Org or Location Change
- \* Requested Effective Date of Change:  (Enter date as MM/DD/YYYY)
- Budget Transfer Form forthcoming
- Approval Required
- Send an optional FYI email to the following pirate IDs:
  - PCF users:
  - Non-PCF users:

**APPROVAL SELECTION**

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

A red arrow points from the text "\* Denotes required field" to the asterisk on the "Requested Effective Date of Change" 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".

The screenshot shows a browser window with the URL <https://pirateport.ecu.edu/conn>. The page title is "Division APPROVERS".

A list of approvers is shown in a scrollable box:

- ALOIAA
- BOYDLE18
- CHAPMANSUS
- COLEMANS
- DAUGHTRYP
- FLOYDR

Buttons for "Select" and "Cancel" are located to the right of the list.

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:** 4/18/2021  
**Budget Transfer:** Checked  
**Approvers:**  
     **College:** MOOREB  
     **Division:** QUISTS

Position Information		
Position Number:	902688	Fiscal Year: 2021
<b>CHANGE INFORMATION</b>		<b>APPROVAL SELECTION</b>
* Type of Change:	<input checked="" type="radio"/> Permanent <input type="radio"/> Temporary	College MOOREB ?
* Change Action: (check all that apply)	<input checked="" type="checkbox"/> FTE Change <input checked="" type="checkbox"/> Budget Dollar Change <input checked="" type="checkbox"/> Funding Change <input type="checkbox"/> Owner Org or Location Change	Division QUISTS ? ? ?
* Requested Effective Date of Change:	4/18/2021 (Enter date as MM/DD/YYYY)	Foundation
<input checked="" type="checkbox"/> Budget Transfer Form forthcoming	* 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 Division 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). [budget.ecu.edu](http://budget.ecu.edu). Also, the reference number of the PCF **MUST** be included in the explanation box on the budget transfer form.

**Email:** appropriate College/Division Approver  
**Comments:** Add \$10,000 from Special Funds ---pbd

Send an optional FYI email to the following pirate IDs:

PCF users  ?  ?  ?

Non-PCF users

\* Comments:  
 Add \$10,000 from Special Fund --- LBF

(500 characters max)

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.

BASIC POSITION INFORMATION				
Position Title:	16785 Housekeeper			
Beg Date:	02/01/06	End Date:		
Position Type:	Single			
Position Class:	16785 - 16785 Bldg Environmental Tech			
Employee Class:	S2 SHRA FT Perm nonexempt 100			

Change References				
Ref #	Change Type	Budget Change	Status	Effective Date
124679	T	\$ 250.00	Approved	12/16/20

CURRENT VALUE		NEW VALUE	
* Position Location:	25963C AFH Hskp HSC Day 902695 HR		[?]
Position Group:	1 Contributing	Exempt Indicator:	N
		Budget Type:	P

TOTAL POSITION BUDGET INFORMATION			
CURRENT VALUE		NEW VALUE	INCREMENT
* Position Owner Org:	25963C - AFH Hskp HSC Day 902695 HR	[?]	
* Total FTE:	1		
* Total Budget:		\$ [ ]	[ ]

**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.

What is added to the Total Position Budget Information must be added below to the Budget Labor Distribution between the FOAPs listed.

TOTAL POSITION BUDGET INFORMATION			
CURRENT VALUE		NEW VALUE	INCREMENT
* Position Owner Org:	25963C - AFH Hskp HSC Day 902695 HR	[?]	
* Total FTE:	1		
* Total Budget:	\$ [ ]	\$ [ ]	10000

BUDGET LABOR DISTRIBUTION INFORMATION			
<input type="checkbox"/> REMOVE THIS FOAP			
FOAP: 111180 - 25 - 60200 - 0000			
CURRENT VALUE		NEW VALUE	INCREMENT
Project Code(FTE):	1.0	[ ]	[ ]
Budget:	[ ]	\$ [ ]	10000
Budget Code:	16065		
Budget Percentage:	100%	100.00%	

\* Budget code and budget percentage fields are view-only.

attach next change   cancel   finished

**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 Boxe:** 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

FOAP: 111180 - 25 - 60200 - 0000

	CURRENT VALUE	NEW VALUE	INCREMENT
Project Code(FTE):	1.0	<input type="text"/>	<input type="text"/>
Budget:	\$ <input type="text"/>	\$ <input type="text"/>	<input type="text"/>
Budget Code:	16065		
Budget Percentage:	100%	100.00%	

\* Budget code and budget percentage fields are view-only.

**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.

**TOTAL POSITION BUDGET INFORMATION**

	CURRENT VALUE	NEW VALUE	INCREMENT
* Position Owner Org:	25963C - AFH Hskp HSC Day 902695 HR	<input type="text"/>	
* Total FTE:	1	0.5	-.5
* Total Budget:	\$ <input type="text"/>	\$ <input type="text"/>	-19989

**BUDGET LABOR DISTRIBUTION INFORMATION**

REMOVE THIS FOAP

FOAP: 111180 - 25 - 60200 - 0000

	CURRENT VALUE	NEW VALUE	INCREMENT
Project Code(FTE):	1.0	0.5	-.5
Budget:	\$ <input type="text"/>	\$ <input type="text"/>	-19989
Budget Code:	16065		
Budget Percentage:	100%	100.00%	

\* Budget code and budget percentage fields are view-only.


Add New Funding Source:







**Add New Funding Source box:** **Checked**

Select or enter new funding data

**Fund:** 310670  
**Organization:** 240501  
**Account:** 60200  
**Program:** 0000  
**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** 

 <b>Fund</b>	-	 <b>Organization</b>	-	 <b>Account</b>	-	 <b>Program</b>
<input type="text" value="310670"/>		<input type="text" value="240501"/>		<input type="text" value="60200"/>		<input type="text" value="0000"/>
 <b>Project Code(FTE):</b>		<input type="text" value="0.5"/>	<input data-bbox="868 850 901 892" type="text" value="?"/>			
 <b>Budget:</b>		<input type="text" value="\$29989"/>				
<b>Budget Code:</b>		<input type="text" value="06067"/>				
<b>Budget Percentage:</b>		<input type="text" value="96.12%"/>				

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


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

TOTAL POSITION BUDGET INFORMATION			
	CURRENT VALUE	NEW VALUE	INCREMENT
* Position Owner Org:	25963C - AFH Hskp HSC Day 902695 HR	<input type="text"/> ?	
* Total FTE:	1	<input type="text"/>	<input type="text"/>
* Total Budget:	<input type="text"/>	\$ <input type="text"/>	<input type="text" value="10000"/>

BUDGET LABOR DISTRIBUTION INFORMATION			
<input type="checkbox"/> REMOVE THIS FOAP			
FOAP: 111180 - 25 - 60200 - 0000			
	CURRENT VALUE	NEW VALUE	INCREMENT
Project Code(FTE):	1.0	<input type="text" value="0.5"/>	<input type="text" value="-0.5"/>
Budget:	<input type="text"/>	\$ <input type="text"/>	<input type="text" value="-19989"/>
Budget Code:	16065		
Budget Percentage:	100%	27.21%	

\* 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	Organization	Account	Program
<input type="text" value="310670"/>	<input type="text" value="240501"/>	<input type="text" value="60200"/>	<input type="text" value="0000"/>
Project Code(FTE):	<input type="text" value="0.5"/> ?		
Budget:	\$ <input type="text" value="29989"/>		
Budget Code:	06067		
Budget Percentage:	72.79%		

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

The screenshot shows a web browser window titled "Position Change Form". At the top right, there are icons for a star, a question mark, and a close button. Below the title bar, the text reads: "Below is the information associated with the specified position change request." On the left side, there is a purple sidebar with the word "options" and a link "search position". In the main content area, a red message is displayed: "\*\* Reference: 126043 - Change to position '902688' has been successfully submitted \*\*". Two red arrows point to this message from the left and right. To the right of the message is a link "print this form". Below the message is a purple header "Position Information" and a table with the following data:

Position Information		
Position Number:	902688	Fiscal Year: 2021
		Reference: 126043 (Sequence: 1 of 1)

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:** 902688  
**Fiscal Year:** 2021  
**Type of Change:** Temporary  
**Change Action:** FTE and Budget Dollar  
**Effective Date:** 04/22/2021  
**Budget Transfer:** Checked

**Division Approver:** CHAPMANSUS

#### Comments:

To increase position 902688 by \$5000 from position 932404. Budget transfer to follow. This is a multiple PCF --- LBF

**Note: Comments are EXTREMELY important.**

**DISCLAIMER: Position 902688 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.

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)

**Position Information**

Position Number: 902688 Fiscal Year: 2021

**CHANGE INFORMATION**

\* Type of Change:  Permanent  Temporary

\* Change Action: (check all that apply)

FTE Change  
 Budget Dollar Change  
 Funding Change  
 Owner Org or Location Change

\* Requested Effective Date of Change:  (Enter date as MM/DD/YYYY)

Budget Transfer Form forthcoming \* Denotes required field

Approval Required

Send an optional FYI email to the following pirate IDs:

PCF users

Non-PCF users

\* Comments:

To increase position 902688 by \$5000 from position 929600. Budget transfer to follow. This is a multiple ~~EX~~ --- ~~EX~~

(500 characters max)

**APPROVAL SELECTION**

College  ?

Division  ?

?

Foundation  ?

Grants and Contracts  ?

HS Admin & Fin  ?

Special Funds  ?

University Budget Office  ?

**BASIC POSITION INFORMATION**

Position Title: 16785 Housekeeper  
 Beg Date: 02/01/08 End Date:  
 Position Type: Single  
 Position Class: 16785 - 16785 Bldg Environmental Tech  
 Employee Class: S2 SHRA FT Perm nonexempt 100

**Change References**

Ref #	Change Type	Budget Change	Status	Effective Date
124673	T	\$ 250.00	Approved	12/16/20

CURRENT VALUE                      NEW VALUE

\* Position Location: 25963C AFH Hskp HSC Day 902695 HR  ?

Position Group: 1 Contributing                      Exempt Indicator: N                      Budget Type: P

**TOTAL POSITION BUDGET INFORMATION**

	CURRENT VALUE	NEW VALUE	INCREMENT
* Position Owner Org: 25963C - AFH Hskp HSC Day 902695 HR		<input type="text"/> ?	
* Total FTE:	1	<input type="text" value="1.02"/>	<input type="text" value=".02"/>
* Total Budget:	\$ 31,200.00	\$ <input type="text" value="36200"/>	<input type="text" value="5000"/>

**BUDGET LABOR DISTRIBUTION INFORMATION**

REMOVE THIS FOAP

FOAP: 111180 - 25 - 60200 - 0000

	CURRENT VALUE	NEW VALUE	INCREMENT
Project Code(FTE):	1.0	<input type="text" value="1.02"/>	<input type="text" value=".02"/>
Budget:	\$ 31,200.00	\$ <input type="text" value="36200"/>	<input type="text" value="5000"/>
Budget Code: 18085			
Budget Percentage: 100%		100.00%	

\* Budget code and budget percentage fields are view-only.

attach next change cancel finished

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

**\*\* Reference: 126155 Position (902688) submitted successfully - Enter the position number of the next change \*\***

**Position Search**

Position Number:  Fiscal Year: 2021  **1**

[print this form](#)

**Position Information**

Position Number: 902688 Fiscal Year: 2021 **2** Reference: 126155 (Sequence: 1 of 1)

The second section **2** -- 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 **2** -- Position Information -- is reviewed, enter the next position number to change in the first section **1** -- Position Search -- and click on SEARCH.

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

**\*\* Reference: 126155 Position (902688) submitted successfully - Enter the position number of the next change \*\***

Position Search			
Position Number:	<input type="text"/>	Fiscal Year: 2021 <input type="button" value="v"/>	<input type="button" value="Search"/>

[print this form](#)

Position Information			
Position Number:	902688	Fiscal Year:	2021
			Reference: 126155 (Sequence: 1 of 1)

Enter next Position Number to be changed.



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

Reference shows “(Sequence 1 of 1)”.

## Multiple Position Change (Second Position):

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

Reference: 115 (Sequence: 2)

**Position:** 932404  
**Fiscal Year:** 2021  
**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 902688 to 932404. Budget transfer to follow. Multiple PCF - reference 115, seq. 2 ---LBF

**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)

**Position Information**  
**Position Number:** 932404 **Fiscal Year:** 2021 **Reference:** 126155 (Sequence: 2)

**CHANGE REQUEST INFORMATION**  
**Originator:** FANNINGL17  
**Status:** SUBMITTED  
**Type of Change:** Temporary  
**Change Action:** Budget Dollar Change  
 FTE Change  
**Request Submit Date:** 04/22/2021  
**Effective Date of Change:** 04/22/2021  
**Budget Transfer forthcoming:** Y  
 Send an optional FYI email to the following pirate IDs:  
 PCF users: [ ] [ ] [ ]  
 Non-PCF users: [ ] [ ] [ ]

**\* Comments:**  
 To increase position 902688 by \$5000 from position 932404. Budget transfer to follow. This is a multiple ~~BC~~ ---~~BF~~  
 (500 characters max)

**BASIC POSITION INFORMATION**  
**Position Title:** Assoc Dean CFAC Rsrch & Mktg  
**Beg Date:** 12/01/05 **End Date:**  
**Position Type:** Single  
**Position Class:** N0132 - Associate Dean  
**Employee Class:** E2 SAAO IB FT

**Change References**

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

**CURRENT VALUE**      **NEW VALUE**  
**\* Position Location:** 550101 AAH Col Fine Arts and Communic [ ]  
**Position Group:** NF1B SAAO Tier 2      **Exempt Indicator:** Y      **Budget Type:** P

**TOTAL POSITION BUDGET INFORMATION**

	CURRENT VALUE	NEW VALUE	INCREMENT
<b>* Position Owner Org:</b> 550101 - AAH Col Fine Arts and Communication		[ ]	
<b>* Total FTE:</b>	1	[ ]	[ ]
<b>* Total Budget:</b>	\$ 136,750.00	\$ [ ]	[ ]

**BUDGET LABOR DISTRIBUTION INFORMATION**  
 REMOVE THIS FOAP

**FOAP: 111101 - 55 - 60150 - 0000**

	CURRENT VALUE	NEW VALUE	INCREMENT
<b>Project Code(FTE):</b>	1.0	[ ]	[ ]
<b>Budget:</b>	\$ 98,750.00	\$ 93750	-5000
<b>Budget Code:</b>	16085		
<b>Budget Percentage:</b>	72.21%	88.56%	

REMOVE THIS FOAP

This form shows the changes for Sequence 2 are ready to be submitted.

## Example 9: Error Message received on PCF

**\*\* The sum of the budget labor Budget amounts MUST equal the Total Budget amount \*\***

[print this form](#)

**Position Information**  
 Position Number: 932404 Fiscal Year: 2021 Reference: 126155 (Sequence: 2)

**CHANGE REQUEST INFORMATION**  
 Originator: FANNINGL17  
 Status: SUBMITTED  
 Type of Change: Temporary  
 Change Action: Budget Dollar Change  
 FTE Change  
 Request Submit Date: 04/22/2021  
 Effective Date of Change: 04/22/2021  
 Budget Transfer forthcoming: Y

Send an optional FYI email to the following pirate IDs:  
 PCF users:     
 Non-PCF users:

**\* Comments:**  
 To increase position 902688 by \$5000 from position 932404. Budget transfer to follow. This is a multiple PCF ---LBF  
(500 characters max)

**BASIC POSITION INFORMATION**  
 Position Title: Assoc Dean CFAC Rsroh & Mktg  
 Beg Date: 12/01/05 End Date:  
 Position Type: Single  
 Position Class: N0132 - Associate Dean  
 Employee Class: E2 SAAO IB FT

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

**CURRENT VALUE**      **NEW VALUE**  
 \* Position Location: 550101 AAH Col Fine Arts and Communic   
 Position Group: NF1B SAAO Tier 2      Exempt Indicator: Y      Budget Type: P

**TOTAL POSITION BUDGET INFORMATION**

	CURRENT VALUE	NEW VALUE	INCREMENT
* Position Owner Org:	550101 - AAH Col Fine Arts and Communication	<input type="text"/>	<input type="text"/>
* Total FTE:	1	<input type="text"/>	<input type="text"/>
* Total Budget:	\$ 136,750.00	\$ 131,750	-5000

**BUDGET LABOR DISTRIBUTION INFORMATION**  
 REMOVE THIS FOAP

FOAP: 111101 - 55 - 60150 - 0000

	CURRENT VALUE	NEW VALUE	INCREMENT
Project Code(FTE):	1.0	<input type="text"/>	<input type="text"/>
Budget:	\$ 98,750.00	\$ 93,750.00	-5000.00
Budget Code:	18065		
Budget Percentage:	72.21%		71.16%

### 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: 126155 - Change to position '932404' has been successfully requested \*\***

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

<<previous Reference: 126155 (Sequence: 2 of 2)



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

Functional Area: Position Management Module: HR

---

**NOTE:** Only a superuser can modify a PCF once it has been submitted.

If you need a PCF deleted or modified, contact your Division approver.



# 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

Position Information	
Position Number:	900931
Fiscal Year:	2022
<b>CHANGE INFORMATION</b>	
* 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 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:	<input type="text" value="07/27/2021"/> (Enter date as MM/DD/YYYY)
<b>APPROVAL SELECTION</b>	
College	<input type="text" value="HALEM"/> ?
Division	<input type="text" value="ROOKA"/> ? <input type="text"/> ?

## Example 16: Email - Approval Requested



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

### POSITION CHANGE FORM

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

Change Request Information
ORIGINATOR : robinsond
REFERENCE : 126270
FISCAL YEAR : 2021
COMMENTS : Permanently adding \$8,769 in salary and .10 FTE to position 001677 on grant 217023-669201 per C. Leggett.

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 ECU PiratePort at <http://pirateport.ecu.edu>.
- 2.) Login to PiratePort using your ECU pirateID and password.
- 3.) Use the Search bar at the top of PiratePort to search for "Position Change Form".
- 4.) Select the Position Change Form application from the search results.
- 5.) In the POSITION CHANGE FORM application, enter 126270 in the 'Reference Number' box.
- 6.) Click the 'Search' button associated with the Reference Number box.
- 7.) Follow the instructions to approve/deny the request.

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.

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

College / Division 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:** 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

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 EPOST
- ❖ 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 EPOST
- Denied = denied which can be by any Approver
- Hold = unable to validate PCF; correction required by Originator

## Status when Locked

Position Information	
Position Number: TN0281	Fiscal Year: 2022
Reference: 128225 (Sequence: 1 of 2) <a href="#">next &gt;&gt;</a>	
CHANGE REQUEST INFORMATION	APPROVAL INFORMATION
Originator: ORMONDL	Division Approver:
<b>Status: LOCKED</b>	HANLONB ✓
Type of Change: Temporary	HILLY ✓
Change Action: Budget Dollar Change	Budget Office Approver:
	TAYLORH

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

**Position Information**  
 Position Number: 90001 Fiscal Year: 2007

**Change Request Information**  
 Originator: DOUGHEP  
 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: HARRISON ✓  
 Division Approver: DOWEN ✓  
 Division Approver (optional):

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

**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	Submitted	06/19/07

**Current Value**  
 \$1 SPA FT Perm exempt  
 240201 - AF Financial Reporting Ad  
 Budget Type: P

**Request Value**  
 \$ 49,979.00

**New Value**  
 \$ 59,979.00

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

**Budget Labor Distribution Information**

**REMOVE THIS FOAP**  
 Fund Code: 111170  
 Organization Code: 280101  
 Account Code: 60200  
 Program Code: 1700  
 Project Code@FTE: 1.0 0.0000  
 Budget: \$ 49,979.00 \$ 29,960.00 (-19989.00)  
 Budget Code: 16065 Budget Percentage: 100.00% 50.00%

**REMOVE THIS FOAP - New Funding Source**  
 Fund Code: 310671  
 Organization Code: 240501  
 Account Code: 60200  
 Program Code: 1100  
 Project Code@FTE: 0.0000  
 Budget: \$ 29,969.00  
 Budget Code: Budget Percentage: 50.00%

**Reference SPS (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: %

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

**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): [ ]

**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	F	0.00	Submitted	05/10/07

**Total Position Budget Information**  
 Position Owner Org: 240201 - AF Financial Reporting Ad  
 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 Information**  
 REMOVE THIS FOAP [ ]  
 New Funding Source [ ]  
 Fund Code: [ ]  
 Organization Code: [ ]  
 Account Code: [ ]  
 Program Code: [ ]  
 Project Code(FTE): [ ]  
 Budget: [ ]

**Approver Comments:**  
 Approved -- Job [ ]

**Buttons:** update, cancel, deny, approve

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

East Carolina University

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

# 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

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

College Approver: approving request now

Division Approver: Approved -- jsb

**Approval Information**

College Approver: HARRISONR ✓

Division Approver: BOWENJ ✓

Budget Office Approver: WILLIAMSR  
ZIMMERK

Status is  
LOCKED.

**Basic Position Information**

Position Title:	Accountant I	End Date:	
Beg Date:	07/16/02		
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	

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

	CURRENT VALUE	NEW VALUE
<b>Budget Labor Distribution Information</b>		
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%

	CURRENT VALUE	NEW VALUE
<b>ADD NEW FUNDING SOURCE</b>		
Fund Code:	-	310671
Organization Code:	-	240501
Account Code:	-	60200
Program Code:	-	1100
Project Code(FTE):	-	0.5000
Budget:	-	\$29989.00 50.00%

Budget Office  
approvals have not  
been granted.

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## Example 22: Ref 105 Complete and Approved 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		
<b>Position Number:</b>	900931	<b>Fiscal Year:</b> 2007
		<b>Reference:</b> 105 (Sequence: 1 of 1)

Change Request Information		Approval Information	
<b>Originator:</b>	DOUGHTIEP	<b>College Approver:</b>	HARRISONR ✓
<b>Status:</b>	APPROVED	<b>Division Approver:</b>	BOWENJ ✓
<b>Type of Change:</b>	Permanent	<b>Budget Office Approver:</b>	WILLIAMSR ✓ ZIMMERK ✓
<b>Change Action:</b>	Budget Dollar Change FTE Change Funding Change		
<b>Requested Effective Date of Change:</b>	07/15/2007		
<b>Budget Transfer forthcoming:</b>	Y		
<b>Requestor Comments:</b>	Add \$10,000 from Special Funds --pmd		
<b>College Approver:</b>	approving request now		
<b>Division Approver:</b>	Approved -- jsb		
<b>Budget Office Approver:</b>	none		
<b>Budget Office Approver:</b>	Approved ---kmz		

Status is APPROVED.

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

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

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

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

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

ADD NEW FUNDING SOURCE		
	CURRENT VALUE	NEW VALUE
<b>Fund Code:</b>	-	310671
<b>Organization Code:</b>	-	240501
<b>Account Code:</b>	-	60200
<b>Program Code:</b>	-	1100
<b>Project Code(FTE):</b>	-	0.5000
<b>Budget:</b>	-	\$29989.00 50.00%

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

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

**Position Information**  
 Position Number: 952579 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: [dropdown]  
 Grants and Contracts: [dropdown]  
 HS Admin & Fin: [dropdown]  
 Special Funds: [dropdown]  
 University Budget Office: [dropdown]

**Requester Comments:** To increase position 952579 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	-	[dropdown]
Total FTE:	1.0000	-	[dropdown]
Total Budget:	\$ 53,625.00	\$ 58,625.00	\$ [dropdown]

**Budget Labor Distribution Information**

	CURRENT VALUE	REQUEST VALUE	NEW VALUE
<input type="checkbox"/> REMOVE THIS FOAP			
Fund Code:	112101	-	[dropdown]
Organization Code:	61150	-	[dropdown]
Account Code:	60200	-	[dropdown]
Program Code:	1010	-	[dropdown]
Project Code(FTE):	.00	0.0200	[dropdown]
Budget:	\$ 42,020.00	\$ 47,020.00 (\$5000.00)	\$ [dropdown]
Budget Code:	10086	Budget Percentage: 80.00%	B1 71% [dropdown]
<input type="checkbox"/> REMOVE THIS FOAP			
Fund Code:	314012	-	[dropdown]
Organization Code:	610001	-	[dropdown]
Account Code:	60200	-	[dropdown]
Program Code:	1420	-	[dropdown]
Project Code(FTE):	.20	0.1600	[dropdown]
Budget:	\$ 10,705.00	-	\$ [dropdown]
Budget Code:	06065	Budget Percentage: 16.29%	[dropdown]

**Approver Comments:**

Reference 115 (Sequence 1 of 2) next >>

**Add New Funding Source**

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

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

→ 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 [ecuBIC 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

Change References				
Ref #	Change Type	Budget Change	Status	Effective Date
111	T	-5000.00	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
* <b>Position Owner Org:</b> 511101 - AA Acad Affairs Adm	-	-	<input type="text"/> ?
* <b>Total FTE:</b> 0.0500	-	-	<input type="text"/> ?
* <b>Total Budget:</b> \$ 1,050,591.00	\$ 1,045,591.00	\$	<input type="text"/> ?

**Budget Labor Distribution Information**

REMOVE THIS FOAP

	CURRENT VALUE	REQUEST VALUE	NEW VALUE
<b>Fund Code:</b> 111101	-	-	<input type="text"/> ?
<b>Organization Code:</b> 51	-	-	<input type="text"/> ?
<b>Account Code:</b> 60150	-	-	<input type="text"/> ?
<b>Program Code:</b> 1010	-	-	<input type="text"/> ?
<b>Project Code(FTE):</b> .05	-	-	<input type="text"/> ?
<b>Budget:</b> \$ 1,050,591.00	\$ 1,045,591.00	(-5000.00)	\$ <input type="text"/> ?

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

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

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

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

Sequence 2 of 2.

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

**Position Information**  
**Position Number:** 929600      **Fiscal Year:** 2007      [<<previous Reference: 115 \(Sequence: 2 of 2\)](#)

<p><b>Change Request Information</b></p> <p><b>Originator:</b> DOUGHTIEP</p> <p><b>Status:</b> LOCKED ←</p> <p><b>Type of Change:</b> Temporary</p> <p><b>Change Action:</b> Budget Dollar Change FTE Change</p> <p><b>Requested Effective Date of Change:</b> 07/17/2007</p> <p><b>Budget Transfer forthcoming:</b> Y</p> <p><b>Requestor Comments:</b> Transfer \$5000 from 929600 to 952579. Budget transfer to follow. Multiple PCF - reference 115, seq. 2 ---pbd</p> <p><b>Division Approver:</b> Approved --jsb</p>	<p><b>Approval Information</b></p> <p><b>Division Approver:</b> BOWENJ ✓</p> <p><b>Budget Office Approver:</b> ZIMMERK</p>
--	--

**Basic Position Information**

**Position Title:** Teaching Instructor      **End Date:**

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

**Position Type:** Single

**Position Class:** F0009 - Teaching Instructor

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

**Total Position Budget Information**

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

**Budget Labor Distribution Information**

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

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# 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](#)

Sequence 1 of 2.

\*\* Request 115 was successfully approved \*\*

**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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# Example 28: Ref 115 approved by Budget Office

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[tools > Position Change Web Form](#)

Sequence 2 of 2.

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

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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# 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 EPOST
- ❖ 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: 2022

**CHANGE INFORMATION**

\* Type of Change:  Permanent  Temporary

\* Change Action: (check all that apply)

FTE Change  
 Budget Dollar Change  
 Funding Change  
 Owner Org or Location Change

\* Requested Effective Date of Change:  (Enter date as MM/DD/YYYY)

Budget Transfer Form forthcoming \* Denotes required field

**Approval Required**

Send an optional FYI email to the following pirate IDs:

PCF users  ?  ?  ?

Non-PCF users

**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

Position Information																			
Position Number: 900931		Fiscal Year: 2022																	
<b>CHANGE INFORMATION</b>		<b>APPROVAL SELECTION</b>																	
* Type of Change:		<input type="radio"/> Permanent <input type="radio"/> Temporary <input type="checkbox"/> FTE Change <input type="checkbox"/> Budget Dollar Change <input type="checkbox"/> Funding Change <input type="checkbox"/> Owner Org or Location Change																	
* Change Action: (check all that apply)		College: <input type="text"/> ? Division: <input type="text"/> ? <input type="text"/> ?																	
* Requested Effective Date of Change: <input type="text"/> (Enter date as MM/DD/YYYY)		Foundation: <input type="text"/> ?																	
<input type="checkbox"/> Budget Transfer Form forthcoming   * Denotes required field <input type="checkbox"/> Approval Required		Grants and Contracts: <input type="text"/> ?																	
Send an optional FYI email to the following pirate IDs:		HS Admin & Fin: <input type="text"/> ?																	
PCF Users: <input type="text"/> ? <input type="text"/> ? <input type="text"/> ?		Special Funds: <input type="text"/> ?																	
Non-PCF users: <input type="text"/> <input type="text"/> <input type="text"/>		University Budget Office: <input type="text"/> ?																	
* Comments: <input type="text"/> (500 characters max)																			
<b>BASIC POSITION INFORMATION</b>		<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 colspan="5" style="text-align: center;">** No Position Changes **</td> </tr> </tbody> </table>			Change References					Ref #	Change Type	Budget Change	Status	Effective Date	** No Position Changes **				
Change References																			
Ref #	Change Type	Budget Change	Status	Effective Date															
** No Position Changes **																			
Position Title: 10751 Accountant		CURRENT VALUE																	
Beg Date: 07/16/02   End Date:		NEW VALUE: <input type="text"/> ?																	
Position Type: Single		Budget Type: P																	
Position Class: 10751 - 10751 Accountant																			
Employee Class: S1 SHRA FT Perm exempt																			
* Position Location: 240201 AFH Accounting Services																			
Position Group: 2 Journey   Exempt Indicator: Y																			
<b>TOTAL POSITION BUDGET INFORMATION</b>																			
CURRENT VALUE		NEW VALUE	INCREMENT																
* Position Owner Org: 240201 - AFH Accounting Services		<input type="text"/> ?																	
* Total FTE: 1		<input type="text"/>	<input type="text"/>																
* Total Budget: \$ 55,769.00		\$ <input type="text"/>	<input type="text"/>																
<b>BUDGET LABOR DISTRIBUTION INFORMATION</b>																			
<input type="checkbox"/> REMOVE THIS FOAP																			
FOAP: 111170 - 24 - 60200 - 0000																			
CURRENT VALUE		NEW VALUE	INCREMENT																
Project Code(FTE): 1.0		<input type="text"/>	<input type="text"/>																
Budget: \$ 55,769.00		\$ <input type="text"/>	<input type="text"/>																
Budget Code: 16085		0%																	
Budget Percentage: 100%																			
* Budget code and budget percentage fields are view-only.																			
<input type="button" value="attach next change"/> <input type="button" value="cancel"/> <input type="button" value="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	Organization	Account	Program																
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																
Project Code(FTE):	<input type="text"/> ?																		
Budget:	\$ <input type="text"/>																		
Budget Code:																			
Budget Percentage:	0%																		

## **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 the Budget Office approver will process their routine reports and approve or deny the PCF request.

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

Example 31: Ref 105 ready for review and approval 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: 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** [input] ?  
**Grants and Contracts** [input] ?  
**HS Admin & Fin** [input] ?  
**Special Funds** [input] ?  
**University Budget Office** [input] ?

**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	

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

	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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**Example 32: Ref 105 Approved by One Budget Office**

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

\*\* Request 105 was successfully approved \*\*

Message received by Budget Approver after approval of the PCF.

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

Comments are listed by Approver.

Green Check shows one Budget Office Approved the PCF.

Position Information	
<b>Position Number:</b> 900931	<b>Fiscal Year:</b> 2007
<b>Reference:</b> 105 (Sequence: 1 of 1)	

Change Request Information		Approval Information	
<b>Originator:</b> DOUGHTIEP	<b>Status:</b> LOCKED	<b>College Approver:</b> HARRISONR ✓	
<b>Type of Change:</b> Permanent	<b>Change Action:</b> Budget Dollar Change FTE Change Funding Change	<b>Division Approver:</b> BOWENJ ✓	
<b>Requested Effective Date of Change:</b> 07/15/2007	<b>Budget Transfer forthcoming:</b> Y	<b>Budget Office Approver:</b> ZIMMERK ✓ WILLIAMSR	
<b>Requestor Comments:</b> Add \$10,000 from Special Funds --pmd			
<b>College Approver:</b> approving request now			
<b>Division Approver:</b> Approved -- jsb			
<b>Budget Office Approver:</b> Approved ---kmz			

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

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

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

Budget Labor Distribution Information		CURRENT VALUE		NEW VALUE	
<b>Fund Code:</b> 111170		-		-	
<b>Organization Code:</b> 280101		-		-	
<b>Account Code:</b> 60200		-		-	
<b>Program Code:</b> 1700		-		-	
<b>Project Code(FTE):</b> 1.0		0.5000		0.5000	
<b>Budget:</b> \$49979.00    100.00%		\$29990.00	50.00%	\$ 50000.00	50.00%

ADD NEW FUNDING SOURCE		CURRENT VALUE		NEW VALUE	
<b>Fund Code:</b> -		-		310671	
<b>Organization Code:</b> -		-		240501	
<b>Account Code:</b> -		-		60200	
<b>Program Code:</b> -		-		1100	
<b>Project Code(FTE):</b> -		-		0.5000	
<b>Budget:</b> -		-		\$29989.00	50.00%

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**Example 33: Ref 105 Approved by All Budget Offices**

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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      **End Date:**  
**Position Type:** Single  
**Position Class:** 00701 - Accountant I

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

**Total Position Budget Information**

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

**Budget Labor Distribution Information**

	CURRENT VALUE	NEW VALUE
<b>Fund Code:</b> 111170	-	-
<b>Organization Code:</b> 260101	-	-
<b>Account Code:</b> 60200	-	-
<b>Program Code:</b> 1700	-	-
<b>Project Code(FTE):</b> 1.0	0.5000	
<b>Budget:</b> \$49979.00      100.00%	\$29990.00	50.00%

**ADD NEW FUNDING SOURCE**

	CURRENT VALUE	NEW VALUE
<b>Fund Code:</b>	-	310671
<b>Organization Code:</b>	-	240501
<b>Account Code:</b>	-	60200
<b>Program Code:</b>	-	1100
<b>Project Code(FTE):</b>	-	0.5000
<b>Budget:</b>	-	\$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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[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.

**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**  ?

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

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

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

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

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

**Process Request**

**Approver Comments:**

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

(600 characters)

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

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

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

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

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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			
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"><b>Position Number:</b> 929600</td> <td style="width: 30%;"><b>Fiscal Year:</b> 2007</td> <td style="width: 40%; text-align: right;"><a href="#">&lt;&lt;previous Reference: 115 (Sequence: 2 of 2)</a></td> </tr> </table>	<b>Position Number:</b> 929600	<b>Fiscal Year:</b> 2007	<a href="#">&lt;&lt;previous Reference: 115 (Sequence: 2 of 2)</a>
<b>Position Number:</b> 929600	<b>Fiscal Year:</b> 2007	<a href="#">&lt;&lt;previous Reference: 115 (Sequence: 2 of 2)</a>	

<p><b>Change Request Information</b></p> <p><b>Originator:</b> DOUGHTIEP</p> <p><b>Status:</b> LOCKED</p> <p><b>Type of Change:</b> Temporary</p> <p><b>Change Action:</b> Budget Dollar Change FTE Change</p> <p><b>Requested Effective Date of Change:</b> 07/17/2007</p> <p><b>Budget Transfer forthcoming:</b> Y</p> <p><b>Requestor Comments:</b> Transfer \$5000 from 929600 to 952579. Budget transfer to follow. Multiple PCF - reference 115, seq. 2 ---pbd</p> <p><b>Division Approver:</b> Approved --jsb</p>	<p><b>Approval Information</b></p> <p><b>Division Approver:</b> BOWENJ ✓</p> <p><b>Budget Office Approver:</b> ZIMMERK</p>
--	--

**Basic Position Information**

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

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

**Total Position Budget Information**

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

**Budget Labor Distribution Information**

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

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

[Jump to page 1](#)

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Position Number is 929600.

Reference is sequence 2 of 2.

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

### Example 36: Ref 115 Approved by Budget

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Message received when PCF is APPROVED. the specified position change request.

Reference is sequence 1 of 2. **\*\* Request 115 was successfully approved \*\***

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

**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 ✓

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

**Total Position Budget Information**

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

**Budget Labor Distribution Information**

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

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

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## Example 37: Ref 115 Approved by Budget

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Reference is  
sequence 2 of 2.

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

Position Number  
is 929600.

options
Jump to page 1

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

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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## Position Change Form (PCF) Helpful Tips

Functional Area: Position Management Module: HR

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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](mailto:BANNERQUESTIONS@ecu.edu).
11. Documentation is posted on the web at the following link:  
<http://www.ecu.edu/cs-itcs/banner/accesstrainingmaterials.cfm> .



# Which Tool Do I Use for Which Action?

Functional Area: Position Management Module: HR

Position Actions		Employee and/or Job Actions
<b>PeopleAdmin</b>	<b>Position Change Form (in Pirate Port)</b>	<b>EPAFs</b>
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