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

To access OneStop start at the ECU Home page and click the OneStop icon.
When prompted enter your Pirate ID and Passphrase, then click on “submit”.

Example:

Once on OneStop click on the “Position Change Web Form” link which will be located under Banner.
Access to the Position Change Form and POSMAN will be based on those users who have security access--update or inquiry--to the forms NBAPOSN or NBAPBUD.

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

To Start a Position Change:

Enter the Position Number
Enter the Fiscal Year
Click on SEARCH

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

Example 1:  Position Change Form (PCF)
To Select a Reference Number:

<table>
<thead>
<tr>
<th>Position Number: 00001</th>
<th>Fiscal Year: 2009</th>
</tr>
</thead>
</table>

**Change Information**
- Type of Change: [ ] Permanent
- Temporary
- [ ] FTE Change
- [ ] Employee Class Change
- [ ] Budget Dollar Change
- [ ] Funding Change
- [ ] Owner Org or Location Change

**Required Effective Date of Change:**

**Budget Transfer Form DOM (optional):**

**Employee Class:**
- 51 SPA A Pay exempt

**Position Group:**
- [ ]

**Position Location:**
- 240001 AF Financial Reporting Admin

**Exempt Indicator:**
- [ ] Yes
- [ ] No

**Budget Type:**
- [ ] Y
- [ ] P

**Position Code:**
- [ ]

**Position Owner Org:**
- 240001 AF Financial Reporting Admin

**Current Value:**
- New Value:
- New Value:

**Total Position Budget Information**
- Total FTE: 1.0000
- Total Budget: $49,925.00

**Budget Labor Distribution Information**

**Fund Code:**
- 111179

**Organization Code:**
- 200100

**Account Code:**
- 100000

**Program Code:**
- 1700

**Project Code:**
- 10

**Budget:**
- $49,925.00

**Budget Code:**
- 100005

**Budget Percentage:**
- 100.00%

To Select a Reference Number, click the 'Submit' button to save your changes.
Enter the Reference Number
Click on SEARCH

This will open up the Reference Form.

Example 2: Reference Form
### Position Number: 202011

**Fiscal Year:** 2007

**Approval Information:**
- **College Approver:**
- **Division Approver:**

**Reference # (Sequence #):**

<table>
<thead>
<tr>
<th>Number</th>
<th>Change</th>
<th>Status</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>5E051</td>
<td>Request Value</td>
<td>NEW VALUE</td>
<td>9/15/07</td>
</tr>
<tr>
<td>5E061</td>
<td>Request Value</td>
<td>NEW VALUE</td>
<td>9/15/07</td>
</tr>
<tr>
<td>5E071</td>
<td>Request Value</td>
<td>NEW VALUE</td>
<td>9/15/07</td>
</tr>
</tbody>
</table>

#### Requester Comments:
Increasing budget by 10,000 -- paid

#### College Approver:
I added a position group Janice. Feel free to change or remove it when you review it.

### Basic Position Information:

- **Position Title:** Accountant I
- **Date:** 9/16/07
- **Budget:** 202011
- **Class:** 0001
- **Type:** C Gäste
- **Class:** 60701

<table>
<thead>
<tr>
<th>Field</th>
<th>Request Value</th>
<th>New Value</th>
<th>Change Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Class</td>
<td>S1 GPA FT Form exempt</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Position Group</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Position Location</td>
<td>242001 - AP Financial Reporting Ad</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exempt Indicator</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Position Budget Information:**

<table>
<thead>
<tr>
<th>Field</th>
<th>Request Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total FTE</td>
<td>1.0000</td>
<td>1.0000</td>
</tr>
<tr>
<td>Total Budget</td>
<td>$49,979.00</td>
<td>$59,979.00</td>
</tr>
</tbody>
</table>

### Budget Labor Distribution Information:

- **REMOVE THIS FOP?**
  - **Current Value:**
  - **Request Value:**
  - **New Value:**

<table>
<thead>
<tr>
<th>Field</th>
<th>Request Value</th>
<th>New Value</th>
<th>Change Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Code</td>
<td>1.0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field</th>
<th>Request Value</th>
<th>New Value</th>
<th>Change Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget</td>
<td>$49,979.00</td>
<td>$59,979.00</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field</th>
<th>Request Value</th>
<th>New Value</th>
<th>Change Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Code</td>
<td>18265</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Budget Percentage:** 100.00% 100.00% 100.00%

### Approver Comments:

#### Reference # (Sequence #):

- **Reference #:**
- **Sequence #:**

---

Prepared: September 16, 2008
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

Position:  900931
Fiscal Year:  2007
Click on SEARCH

This opens the position number screen.
Position Screen:

Note: * asterisk indicates that a value is required.

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 originator CANNOT select themselves as an approver.
Changes to a Single Position:

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

Approvers:
College: HARRISONR
Division: BOWENJ

Position Information

<table>
<thead>
<tr>
<th>Position Number</th>
<th>Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>000501</td>
<td>2007</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Change Information</th>
<th>Approval Selection</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Type of Change:</td>
<td>College</td>
</tr>
<tr>
<td>☐ Permanent</td>
<td>HARRISONR</td>
</tr>
<tr>
<td>☐ Temporary</td>
<td></td>
</tr>
<tr>
<td>* Change Action: (Check all that apply)</td>
<td>Division</td>
</tr>
<tr>
<td>☐ FTE Change</td>
<td>BOWENJ</td>
</tr>
<tr>
<td>☐ Employee Class Change</td>
<td></td>
</tr>
<tr>
<td>☐ Budget Dollar Change</td>
<td></td>
</tr>
<tr>
<td>☐ Funding Change</td>
<td></td>
</tr>
<tr>
<td>☐ Owner Org or Location Change</td>
<td></td>
</tr>
<tr>
<td>* Requested Effective Date of Change: 07/15/07</td>
<td></td>
</tr>
</tbody>
</table>

* 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 Budget Office. The budget transfer form is located on the Budget Office web page as Banner Budget Transfer Form (Unit Batch Transfer–Moving Salary Dollars or Crossing Program Codes). [http://www.ecu.edu/cs-admin/financial_serv/Budget.cfm](http://www.ecu.edu/cs-admin/financial_serv/Budget.cfm). Also, the reference number of the PCF MUST be included in the explanation box on the budget transfer form.

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

|     |
|-----|--------------------------------------------------|
| From: dougkiep@ecu.edu [mailto:dougkiep@ecu.edu]
  Date: Monday, May 20, 2007 1:35 AM
  To: Anderson, Carolyn James
  Subject: A change to position 900991 has been submitted by Penny Dougkie

""" 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: dougkiep
REFERENCE: 119
POSITION: 900991
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 ---jbd

Basic Position Information

EXP CLASS: S1
POSITION GROUP:
LOCATION: 240201

Total Position Budget Information

COMM ORG: 240201
TOTAL FTE: 1.0000 ($0.0000)
TOTAL BUDGET: 59979.00 ($0.0000)

Budget Labor Distribution Information

FUND: 111170
ORG: 280101
ACCOUNT: 602000
PROGRAM: 1700

PROJECT: 0.5000 (-0.5000)
BUDGET: 15000.00 (-15000.00)
BUDGET %: 50.00 (-50.00)

ACCOUNT: 240201

FUND: 510570
ORG: 280101
ACCOUNT: 602000
PROGRAM: 1100

PROJECT: 0.5000 (0.5000)
BUDGET: 15000.00 (15000.00)
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.

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

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

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

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

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

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

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

**BLUE Box:** Attach Next Change: use for multiple RELATED position actions

Cancel: cancel PCF

Finished: submits PCF for approval

---

**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.
Add New Funding Source:

Add New Funding Source box: Checked

Select or enter new funding data
Fund: 310670
Organization: 240501
Account: 60200
Program: 1100
Project: .50
Budget: 29989

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

Prepared: September 16, 2008
Example 4: Changes to a Single Position (Entire document—ready to submit)

<table>
<thead>
<tr>
<th>Position Information</th>
<th>Fiscal Year: 2017</th>
<th>Approval Selection: Harrison</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Number: 90031</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Change Information</td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Type of Change:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Change Action:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Requested Effective Date of Change: 07/11/07</td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Budget Transfer Form Enclosed: Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email the following about this change (optional):</td>
<td>ANDERSONCA</td>
<td></td>
</tr>
<tr>
<td>Comments: Add $150,000 from Special Fund ---gr14</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Basic Position Information</th>
<th>Change References</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Title: Accountant</td>
<td>Ref #</td>
</tr>
<tr>
<td>Begin Date: 07/11/07</td>
<td>P</td>
</tr>
<tr>
<td>End Date:</td>
<td></td>
</tr>
<tr>
<td>Position Type: Single</td>
<td></td>
</tr>
<tr>
<td>Position Class: 00701 - Accountant</td>
<td></td>
</tr>
<tr>
<td>Current Value</td>
<td>New Value</td>
</tr>
<tr>
<td>Employee Class: B1 SPA FT Perm exempt</td>
<td>E</td>
</tr>
<tr>
<td>Position Group: -</td>
<td>E</td>
</tr>
<tr>
<td>Position Location: 240201 AF Financial Reporting Admin</td>
<td>E</td>
</tr>
<tr>
<td>Exempt Indicator: Y</td>
<td>E</td>
</tr>
<tr>
<td>Budget Type: P</td>
<td>E</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Position Budget Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Position Owner Org: 240201 - AF Financial Reporting Admin</td>
</tr>
<tr>
<td>Current Value</td>
</tr>
<tr>
<td>Total FTE: 1.0000</td>
</tr>
<tr>
<td>Total Budget: $49,979.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Budget Labor Distribution Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>REMOVE THIS FOP</td>
</tr>
<tr>
<td>Fund Code: 11177</td>
</tr>
<tr>
<td>Organization Code: 200109</td>
</tr>
<tr>
<td>Account Code: 80000</td>
</tr>
<tr>
<td>Program Code: 1700</td>
</tr>
<tr>
<td>Project Code(FTE): 10</td>
</tr>
<tr>
<td>Budget: $49,979.00</td>
</tr>
<tr>
<td>Budget Code: 10065</td>
</tr>
<tr>
<td>Budget Percentage: 100.00%</td>
</tr>
</tbody>
</table>

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

---

In the "Add New Funding Source" section, select the "Add New Funding Source" checkbox and enter the required information. All fields are required when adding a new funding source.

---

* All changes will go through an approval process before they are applied.
* If there is another change related to this change, click the "Attach next change" button.
* If this change is not related to another, click the "Finish" button to save your changes.
* Click the "Finish" button to save your changes.
* Click the "Finish" button to quit without saving changes.

---

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

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

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

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

**Reference #: Change to position ‘#’ has been successfully requested**

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

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

Follow the steps to changing a single position:

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

Multiple Position Change (First Position):

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

Division Approver: BOWENJ

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

Note: Comments are EXTREMELY important.

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

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

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

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

Upon completion of the first position, click on “ATTACH NEXT CHANGE”.
Example 6: Multiple Position Change
(First Position: Entire document—ready to attach next change)
After clicking on “Attach Next Change”, a new screen will appear with a message in **RED** at the top.

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

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

Once the second section --- Position Information --- is reviewed, enter the next position number to change in the first section --- Position Search --- and click on SEARCH.
Example 7: Result of “Attach Next Change” being clicked (Entire document)

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

Reference shows “(Sequence 1 of 1)”. 

Enter next Position Number to be changed.
Multiple Position Change (Second Position):

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

Reference: 115 (Sequence: 2)

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

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

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)

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 - TRY AGAIN **

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

To correct the error, enter the missing data as in the red circle, and then click on “Finished”.
Result of Sequence 2 being finished:

The message at the top shows:

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

The reference notation has now changed to include "previous".

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

See “How to Update or Delete One or More Position Change Forms (PCF)”- page 27.
Example 10: Result of Sequence 2 being finished (Entire document)

This form shows the changes for Sequence 2 with the capability of updating.
How to Update or Delete One or More Position Change Forms (PCF)

Functional Area: Position Management Module: HR

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

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

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

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

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

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

Example 11: Reference 114 Single Position PCF
Example 12: Reference 115 Multiple Position PCF Sequence #2
Example 11: Reference 114 Single Position PCF

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

The individuals selected as approvers cannot be updated.
Example 12: Reference 115 Multiple Position PCF Sequence #2

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

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

This form is updateable.

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

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

UPDATE corrects the information on the sequence # displayed.
Second Opportunity to Make Updates to the PCF:
Select the Reference Number that needs to be updated.

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

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

Enter the reference number
Click on SEARCH

Example 13: Ref. 114 Single Position (shown as Originator)
Examples 14 & 15: Ref. 115 Multiple Positions (shown as Originator)
Example 14: Position 952579 - Sequence 1
Example 15: Position 929600 - Sequence 2

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

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

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

Notes:
- Update will make adjustments to the original PCF
- Cancel will exit out of the PCF leaving the action pending
- Delete will void the position change request (Originator Only)
- Deny / Approve will deny or approve PCF (Approvers Only)
Example 13: Ref. 114 Single Position (shown as Originator)

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

The individuals selected as approvers **cannot** be updated.
**Example 14: Ref. 115 Sequence 1 - Position 952579 (shown as Originator)**

<table>
<thead>
<tr>
<th>Position Number</th>
<th>952579</th>
<th>Fiscal Year</th>
<th>2007</th>
</tr>
</thead>
</table>

**Change Request Information**
- **Originator:** Drought
- **Status:** SUBMITTED
- **Type of Change:** Temporary
- **Change Action:** Budget Delete Change
- **Required Effective Date of Change:** 07/17/2007
- **Budget Transfer Requiring:** Y

**Comments:**
To increase position 952579 by $5000 from position 952600, budget transfers to follow.
This is a multiple PCF coded.

**Basic Position Information**
- **Position Title:** Administrative Office II
- **Begin Date:** 09/01/06
- **End Date:** 09/30/07
- **Position Type:** Single
- **Position Code:** 952579 - Administrative Office II

**CURRENT VALUE**
- **Employee Class:** 31 SPA FT exempt
- **Position Group:** -
- **Position Location:** 815001 HS Faculty Support Service
- **Exempt Indicator:** N
- **Budget Type:** 2

**REQUEST VALUE**

<table>
<thead>
<tr>
<th>Ref #</th>
<th>Request Type</th>
<th>Budget Change</th>
<th>Status</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>Request</td>
<td>Approved</td>
<td></td>
<td>6/7/2007</td>
</tr>
</tbody>
</table>

**Total Position Budget Information**
- **CURRENT VALUE**
- **REQUEST VALUE**
- **NEW VALUE**

<table>
<thead>
<tr>
<th>Field</th>
<th>CURRENT VALUE</th>
<th>REQUEST VALUE</th>
<th>NEW VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Budget Labor Distribution Information**

**Sequence 1 of a Multiple Position PCF displays the delete option.**
Sequence 2 displays only the options to cancel or update.
Approval Process:

The various approval levels may be populated as follows:
- Originator must select the College and/or Division
- College may select the Division
- Division must select Budget Office and may select another Division

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

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

PCF Approval Selection for Reference 105
Example 16: Email for Ref 105 - Approval Requested

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

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

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

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

College / Division Approvers will be able to:

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

**Note:** Division Approvers must SELECT the Budget Office Approvers.
If the College / Division:
✓ Denies the request - the originator will receive an email stating that the request has been denied.
✓ Approves the request - an email is sent to the next approver.

Budget Office Approvers will be able to:
✓ Cancel – to exit out of the PCF leaving the action pending
✓ Deny – denies the PCF request
✓ Approve – approves the PCF request

Note: Budget Office CANNOT update the PCF

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

Once the Budget Office approves the PCF the action is submitted overnight as follows:
❖ Temporary Actions – to PosMan
❖ Permanent Actions – to INB Banner

Note: Once the changes are uploaded into INB Banner they are reflected on NBAPOSN and NBAPBUD.
**Status Levels:**
The status of the PCF may change with each Approvers action. The status is located on the PCF below Originator,

The status levels are:

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

**Status when Locked**

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:**
Example 17: Email for Ref 105 - Approved

-----Original Message-----
From: williamse@ecu.edu [mailto:williamse@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

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

Status is SUBMITTED.

Comments have been added which include the Division Approver initials.

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

Click on APPROVE.
Example 21: Ref 105 approved by Division

Status is LOCKED. Budget Office approvals have not been granted.
Example 22: Ref 105 Complete and Approved by Budget

Status is APPROVED.

All Approvers have a green check which indicates the PCF has been approved by everyone.
Approval of a Multiple Position PCF (CHECK each Sequence):

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

Position Number is 952579.

Status is SUBMITTED.

Sequence 1 of the Multiple Position PCF is referenced.

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

Position Number is 929600.

Sequence 2 of the Multiple Position PCF is referenced.

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

Once the status is LOCKED, the PCF can no longer be updated.
**Example 26: Ref 115 approved by Division**

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

### Change Request Information
- **Originator:** Doughtep
- **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

**Requester Comments:**
Transfer $5000 from 928033 to 962598
Budget transfer to follow: Multiple PCF - reference 115, seq 2 - pbd

**Division Approver:** Approved -jsb

### Basic Position Information
- **Position Title:** Teaching Instructor
- **Reg Date:** 12/01/96
- **End Date:**
- **Position Type:** Single
- **Position Class:** F1000 - Teaching Instructor

<table>
<thead>
<tr>
<th>CURRENT VALUE</th>
<th>NEW VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Class</td>
<td>EB Faculty FT Perm 12 mo 100</td>
</tr>
<tr>
<td>Position Group</td>
<td>-</td>
</tr>
<tr>
<td>Position Location</td>
<td>511101 AA Acad Affairs Adm</td>
</tr>
<tr>
<td>Exempt Indicator</td>
<td>Y</td>
</tr>
<tr>
<td>Budget Type</td>
<td>P</td>
</tr>
</tbody>
</table>

### Total Position Budget Information
- **Position Owner Org:** 511101 - AA Acad Affairs Adm
- **Total FTE:** 0.000
- **Total Budget:** $10,000.00

<table>
<thead>
<tr>
<th>CURRENT VALUE</th>
<th>NEW VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total FTE:</td>
<td>-</td>
</tr>
<tr>
<td>Total Budget:</td>
<td>$10,000.00</td>
</tr>
</tbody>
</table>

### Budget Labor Distribution Information
- **Fund Code:** 111101
- **Organization Code:** 51
- **Account Code:** 000100
- **Program Code:** 1010
- **Project Code(FTE):** .05
- **Budget:** $10,000.00

<table>
<thead>
<tr>
<th>CURRENT VALUE</th>
<th>NEW VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
<td>100.00%</td>
</tr>
<tr>
<td>-</td>
<td>100.00%</td>
</tr>
</tbody>
</table>
Example 27: Ref 115 approved by Budget Office

**Request 115 was successfully approved**

<table>
<thead>
<tr>
<th>Position Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Number: 952579</td>
</tr>
<tr>
<td>Fiscal Year: 2007</td>
</tr>
<tr>
<td>Reference: 115 (Sequence: 1 of 2)</td>
</tr>
</tbody>
</table>

**Change Request Information**
- Originator: DOUGHEIP
- 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

**Requester Comments:**
To increase position 952579 by 10000 from position 22001. Budget transfer to follow. This is a multiple PCT --- pbd

**Division Approver:** Approved --- jeb

**Budget Office Approver:** Approved --- kmz

**Basic Position Information**
- Position Title: Administrative Officer II
- Beg Date: 06/01/08
- End Date: 
- Position Type: Single
- Position Class: 61606 - Administrative Officer II

**Total Position Budget Information**
- Position Owner Org: 611501 - HS Faculty Support Service
- Total FTE: 1.0000
- Total Budget: $69826.00

**Budget Labor Distribution Information**
- Fund Code: 112101
- Organization Code: 61150
- Account Code: 60600
- Program Code: 1010
- Project Code(FTE): 0.00
- Budget: $43820.00
- Budget: $3600.00

**CURRENT VALUE** | **NEW VALUE**
---|---
- Budget: $69826.00 | $69166.00

**CURRENT VALUE** | **NEW VALUE**
---|---
- Budget: $69826.00 | $69166.00

**CURRENT VALUE** | **NEW VALUE**
---|---
- Budget: $69826.00 | $69166.00
Example 28: Ref 115 approved by Budget Office

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

<table>
<thead>
<tr>
<th>Position Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Position Number</strong>: 092808</td>
</tr>
</tbody>
</table>

**Change Request Information**
- **Originator**: DOUGHTIEP
- **State**: APPROVED
- **Type of Change**: Temporary
- **Change Action**: Budget Dollar Change
- **Budget Transfer forthcoming**: Y
- **Requested Effective Date of Change**: 07/17/2007

**Approval Information**
- **Division Approver**: BOWEN
- **Budget Office Approver**: ZIMMERK

**Requester Comments**: Transfer $60000 from 928063 to 928578
Budget transfer to follow. Multiple POF - reference 115, seq 2 -

**Basic Position Information**
- **Position Title**: Teaching Instructor
- **Beg Date**: 12/01/08
- **End Date**: 12/31/08
- **Position Type**: Single
- **Position Class**: F0003 - Teaching Instructor

**Position Information**
- **Position Owner Org**: 611101 - AA Acad Affairs Adm

**Position Budget Information**
- **Position Owner Org**: 611101 - AA Acad Affairs Adm
- **Total FTE**: 0.0000
- **Total Budget**: $1050991.00

**Budget Distribution Information**
- **Fund Code**: 111101
- **Organization Code**: 51
- **Account Code**: 60150
- **Program Code**: 1010
- **Project Code(FTE)**: .05
- **Budget**: $1050991.00 100.00%
The Budget Office(s) have the FINAL authority over the Position Change Form (PCF). Without a Budget Office approval the changes on a PCF will not get uploaded to Banner INB.

Listed are the Budget Offices:

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

Budget Office Approvers will be able to:

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

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

If the Budget Office:

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

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

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

Note: Once the changes are uploaded into INB Banner they are reflected on NBAPOSN and NBAPBUD.
To Originate a Position Change Form (PCF):

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

To Create a Position Change Form (PCF)
See “How to Initiate Changes to One or More Positions” – page 9.

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

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

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

Example 30: Email from Division to Budget Office Approver

From: Division
To: Budget Office
Subject: A Position Change Request requires your approval

```plaintext
*** 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:

<table>
<thead>
<tr>
<th>Change Request Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORIGINATOR: DquitoISP</td>
</tr>
<tr>
<td>REFERENCE: 115</td>
</tr>
<tr>
<td>FISCAL YEAR: 2007</td>
</tr>
<tr>
<td>COMMENTS: Approved -- jah</td>
</tr>
</tbody>
</table>

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

PLEASE PROCESS THIS REQUEST AS FOLLOWS:

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

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

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

See "How to Access the Position Change Form (PCF)" – page 2- to locate how to access the referenced PCF.
For a Single Position (PCF) see the examples below:

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

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

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

Budget Approvers can add comments about the PCF action.

Status is LOCKED.
Example 32: Ref 105 Approved by One Budget Office

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

Comment are listed by Approver.

Green Check shows one Budget Office Approved the PCF.

Message received by Budget Approver after approval of the PCF.
Example 33: Ref 105 Approved by All Budget Offices

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

Position Number is 952579.

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

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

For a Multiple PCF APPROVE and DENY are only on sequence 1.
Example 35: Ref 115 ready for review and approval by Budget

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

Message received when PCF is APPROVED.

Position Number is 952579.

Status is NOW APPROVED.

Green Checks show the PCF has been APPROVED.
Example 37: Ref 115 Approved by Budget

Position Number is 929600.
1. The position number or a reference number is required to access the position change form. To locate a position number, go to POSMAN, INB, or departmental personnel records.

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

3. Approval Selection is grouped by funding areas. Click the for a list of the approvers.

4. Fund Code, Organization Code, Account Code, Program Code and Project Code (FTE) are listed within the by the number. At this time there is no other sort option.

5. Do NOT use commas or dollar symbols when entering amounts. Budget dollars MUST be entered as a whole number.

6. “Total FTE” and “Total Budget” values must equal the sum of all funding source “Project Code (FTE)” and “Budget” values. For example, the summary budget must equal the total of the individual budgets.

7. “Change Reference” box lists all permanent actions until the actions are approved and applied. Once applied the actions become part of INB Banner and are reflected in the position’s current value.

8. “Change Reference” box lists all temporary and denied actions for the fiscal year.

9. After a PCF has been approved but before it is uploaded to Banner it must pass through an automatic validation. If there is a problem, the PCF status will change from approved to a HOLD Status. At this point an email will be sent to the originator indicating the fields that need to be corrected.

10. For questions after class please email BANNERQUESTIONS@ecu.edu.

11. Documentation is posted on the web at the following link: http://www.ecu.edu/cs-itcs/banner/accesstrainingmaterials.cfm.
<table>
<thead>
<tr>
<th>Position Actions</th>
<th>Employee and/or Job Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PeopleAdmin</strong></td>
<td><strong>Position Change Form</strong></td>
</tr>
<tr>
<td>(on OneStop)</td>
<td>(EPAFs)</td>
</tr>
<tr>
<td>New Position</td>
<td>Funding Change on the Position</td>
</tr>
<tr>
<td>Reclassify Position</td>
<td>Budget Dollars Change on Position</td>
</tr>
<tr>
<td>Abolish Position</td>
<td>FTE Change on Position</td>
</tr>
<tr>
<td></td>
<td>Owner Org Change or Location Change of Position</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type of Action</th>
<th>Tool to Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>➢ New Position</td>
<td>PeopleAdmin</td>
</tr>
<tr>
<td>➢ Reclassify Position</td>
<td>PeopleAdmin</td>
</tr>
<tr>
<td>➢ Abolish Position</td>
<td>PeopleAdmin</td>
</tr>
<tr>
<td>➢ Funding Change on the Position</td>
<td>Position Change Form</td>
</tr>
<tr>
<td>➢ Budget Dollars Change on Position</td>
<td>Position Change Form</td>
</tr>
<tr>
<td>➢ FTE Change on Position</td>
<td>Position Change Form</td>
</tr>
<tr>
<td>➢ Owner Org Change or Location Change of Position</td>
<td>Position Change Form</td>
</tr>
<tr>
<td>➢ New Employee</td>
<td>EPAF</td>
</tr>
<tr>
<td>➢ Reclassify Employee</td>
<td>EPAF</td>
</tr>
<tr>
<td>➢ Funding Change on the Employee's Job Record</td>
<td>EPAF</td>
</tr>
<tr>
<td>➢ FTE Change on Employee and/or Job Record</td>
<td>EPAF</td>
</tr>
<tr>
<td>➢ Other personnel actions for employee and/or job</td>
<td>EPAF</td>
</tr>
</tbody>
</table>