

POSITION FUNDING CHANGE EPAR SUBMISSION GUIDE

Overview/Tips

This E-PAR is used to change the funding for a position. If the position is filled, IT0027 will also be updated on the employee record.

Provide all funding information even if only one of the funding fields are being updated.

- Budget Fund, Fund Center, &/or Cost Center: This information should be reviewed and/or updated by your agency's budget office.
- Internal Order & WBS Element: Used if Federal Funds are involved with the position.

Indicate which funding infotypes should be updated (i.e. complement control, cost distribution, and IT0027 in employee record).

Ensure there is room in the Complement prior to requesting a position moved to a new fund.

EPAR Form

Commonwealth of PA **E-PAR**

Position Action:*
Change Supervisor Position
Create a Position
Delimit a Position
Fill a Vacant Position
Reclassify/Reallocate a Filled Position
Reclassify/Reallocate a Vacant Position
Update Roles
Other - Please Explain 1

Employee Action:*
Separation
Working Out of Class
Other - Please Explain

Description of Action: [E-PAR Help](#)
Other - Please Explain
You may use this option if the action you would like to request is not listed above; however, you must select an action in the 'Other/Please Explain' dropdown.

Other/Please Explain: Pos Funding Change 2

Other/Please Explain: Select One

Position Number: 3

Personnel Number:

Submit

*To deselect an action, hold down the Ctrl key and click the action.

1 Choose Other - Please Explain under Position Action.

2 Choose Pos Funding Change.

3 Enter the position number you want to update and click Submit.

PAR ID:	Pos Funding Change - 00210973 - Frnsc Scy Emp Trn - 50301866				
Name:					
Start Dt:	<input type="text"/>	1	End Dt:	<input type="text"/>	
Pers No:	<input type="text"/>	Pos No:	50301866	Pay Area:	<input type="text"/>
Org:	00210973 - HS Torrance St Hosp				
Job:	30100 - Forensic Security Employee Trainee				
Emp Grp:	<input type="text"/>	Emp Sub Grp:	<input type="text"/>	Pers Subarea:	<input type="text"/>
Earl RA Dt:	<input type="text"/>				
Description:*	<input type="text"/>				2

*Indicates a Required Field

1 Input effective date in which the funding change should take place.

2 In the description field provide complete funding information that should be reflected on the position and/or employee record. Indicate whether both the Cost Distribution and Complement Control infotypes should be updated. Include the following:

- a. Budget Fund
- b. Cost Center
- c. Fund Center
- d. Budget Period
- e. Internal Order Number or WBS element (if applicable)

References

[PA Alert 2014-11 \(Changes to SAP Funds and Cost Infotypes\)](#)