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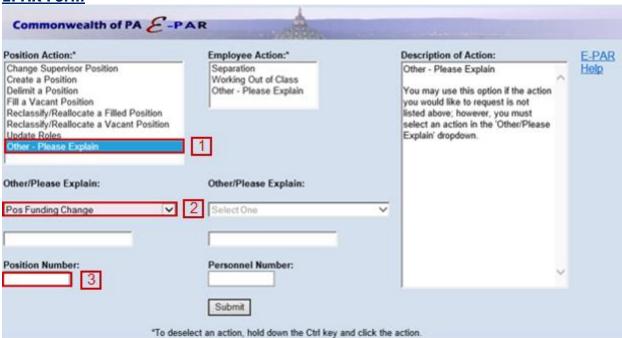
Provide all funding information even if only one of the funding fields are being updated.
- Budget Fund, Fund Center, &/or Cost Center: This information should be reviewed and/or updated by your agency's budget office.
- Internal Order & WBS Element: Used if Federal Funds are involved with the position.

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

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: [ ] **1**   End Dt: [ ]

Pers No: [ ]   Pos No: 50301866   Pay Area: [ ]

Org: 00210973 - HS Torrance St Hosp

Job: 30100 - Forensic Security Employee Trainee

Emp Grp: [ ]   Emp Sub Grp: [ ]   Pers Subarea: [ ]

Earl RA Dt: [ ]

Description:* [ ] **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)