Approving eForms - Position Funding Change

The Position Funding Change eForm can be approved using the eForms Tile on the Employee Self Service homepage.

**eForms Tile:**

1. Log into PeopleSoft and enter your UTEP credentials.
2. Look for the eForms Tile on the Employee Self Service homepage.
3. Under the My Pending Approvals section, select the document to review/approve.

Once selected, the Position Funding Change eForm will appear. Review the following items:

4. Review Justification section
5. Review the Position ID selected

The Incumbents section displays the Employee ID and Employee Name of the individual currently holding the position. If the position has not been assigned, the section will be blank.
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Next you will see the **Current Position Information** which shows the position details.

The **Current Funding** section displays the original funding source(s) on the position.

The **Proposed Funding** identifies the new requested funding sources on the position.

6. Review the **Proposed Funding** to ensure the correct funding source(s)/distribution percentage(s) are selected.

7. Review **Attachments**, if any.

8. Review **Comments**, if any.

9. Use the **Check Funds** button, if needed, to review the available funds for the funding source(s) selected.

10. Once the document has been reviewed:
    - Click the **Approve** button to process the document.
    - To return the document to the initiator use the **Send back** button.
    - Select the **Deny** button to terminate a document that will no longer be processed.

**Please note**: Comments are required for any document that will be sent back or denied.