The Position Funding Change eForm can be approved using the **HRMS Approvals Tile** on the Employee Self Service home page.

**eForms Tile:**
1. Log into PeopleSoft, from the Employee Self Service home page select the **HRMS Approvals Tile**.
2. Under Pending Approvals, select the line item under **eForms Transactions**.

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

3. Review **Justification** section
4. 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.
Approving eForms - Position Funding Change

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.

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

6. Review **Attachments**, if any.

7. Review **Comments**, if any.

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

9. 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.