The Position Funding Change eForm can be approved using the eForms section on the PeopleSoft home page.

**eForms Section:**
1. Log into PeopleSoft and enter your UTEP credentials.
2. Look for the eForms section on the home page.
3. Under My Pending Approvals, select the document to review/approve with a status of “Pending Approvals.”

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.
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.

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.