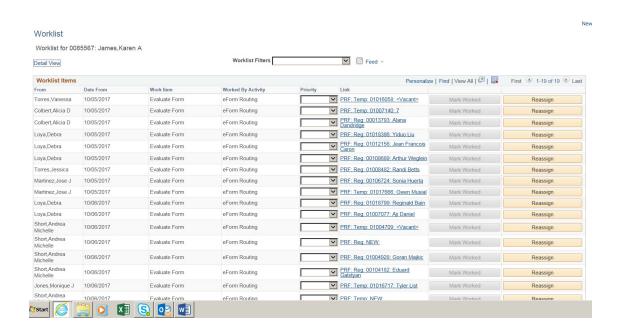
ELECTRONIC POSITION REQUEST FORM – (EPRF)

The Budget Office approves EPRF's through PeopleSoft HR workflow. EPRF's are initiated by departments when they need changes made to a cost center. An EPRF's allows the department to create a new position, update an existing position, request to change the funding on a position, transfer the position to another department, and request to change the classification/rank or standard hours/FTE on a benefits-eligible position. Once the EPRF has been initiated by a department it is sent for approval to Human Resources and routed to a worklist to the Budget Office for funding approval.



When approving an EPRF the Budget Office checks for the following three things:

- 1. The effective date of the EPRF.
- 2. An attached current 1074 report with the following two pages;
 - Page 1: Revenue & Expense Budget Node Summary
 - Page 6: Balance Sheet.

(The 1074 confirms if the department has sufficient funding for approval).

3. Any other documents provided by the department as reference.

If a department has attached a 1074 that has no budget available, they should note it in the comment section along with a description informing the Budget Office how they will be acquiring funding in the cost center for the position to be funded. Upon that note, EPRF will be approved.

Cost Center

UNIVERSITY OF HOUSTON - SYSTEM

Business Unit : 00730

Fund

DeptID Program Code

Revenue & Expense - Budget Node Summary
Period Ended August 31, 2019 (Through Period 998).
Report Limited to Active Cost Centers

Run Time : 03:35:47 PM

Project : NA CC Manager : 0397885 Charles.Michael Ray

Base Current (Original)

(Orig + Adj) Curr Rev/Exp YTD Rev/Exp PTD Rev/Exp Open Commit Commitment

Soft Budget Available % Avail

Page No. : 1
Report ID : UGLS1074.1

Database : FSPRD Run Date : 05/06/2019

Current Budget Reference

Description

No Revenue Found.

No Expense Found.

Prior Budget References

No Revenue Found.

No Expense Found.

| ======================================= | ========= | ========= | ========= | ========= | ========= | ========= | ========= | ======================================= | == |
|---|------------|-----------|-----------|-----------|------------|-----------|-----------|---|----|
| ======================================= | ========== | ========= | ========= | ========= | ========== | ========= | ========= | ======================================= | := |
| Grand Total Revenue | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 0.0 | 0% |
| Grand Total Expense | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 0.0 | 0% |

Cost Center

UNIVERSITY OF HOUSTON - SYSTEM

0.00

Business Unit : 00730 Fund

DeptID Program Code

Project : NA

AVAILABLE FUND EQUITY 0.00

CC Manager : 0397885 Charles.Michael Ray 2019 Beginning 2019 Beginning Year Balance (0) Balance Sheet

Period Ended August 31, 2019 (Through Period 998). Report Limited to Active Cost Centers

| <u>-</u> | 2019 Beginning Year Balance (0) | Aug 31, 2019 (998) | Activity (998) | Aug 31, 2019 (998) | Balance Aug 31, 2018 (998) |
|---|------------------------------------|---------------------------------|----------------|---------------------------------|---------------------------------|
| 10100 CALCULATED CLAIM ON CASH | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| ASSETS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 20100 ACCOUNTS PAYABLE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| LIABILITIES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 30100 CUR UNREST GEN'L FND 33500 NMT FROM CUR UNR GE EXPENSE SUMMARY REVENUE SUMMARY | 60,000.00 -60,000.00 | 60,000.00 -60,000.00 0.00 | | 60,000.00 -60,000.00 0.00 | 60,000.00 -60,000.00 0.00 |
| FUND EQUITY | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL LIABILITY & FUND EQUITY | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| FUND EQUITY OPEN COMMITMENT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

Page No. 6

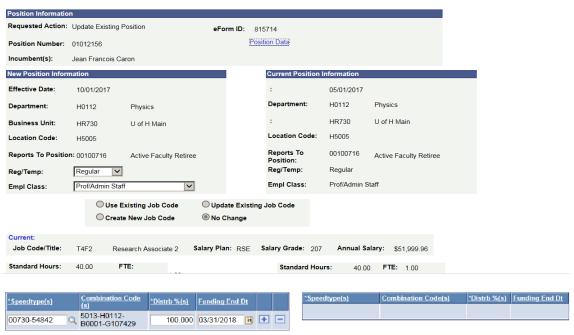
Report ID: UGLS1074.6 Database : FSPRD Run Date : 05/06/2019

Run Time : 03:35:47 PM

Evaluate Position Request (PRF)

Step 1 of 1: Evaluate Position Request

Please review the form fields below. If the form meets your approval, click Approve. If you want the initiator to make changes and resubmit the form, enter an explanatory note and click Recycle. If the form should not be executed, click Deny, which will stop processing of the form.



Distribution % Total: 100.000



☑ Update Incumbent Data

