

# Funding Changes

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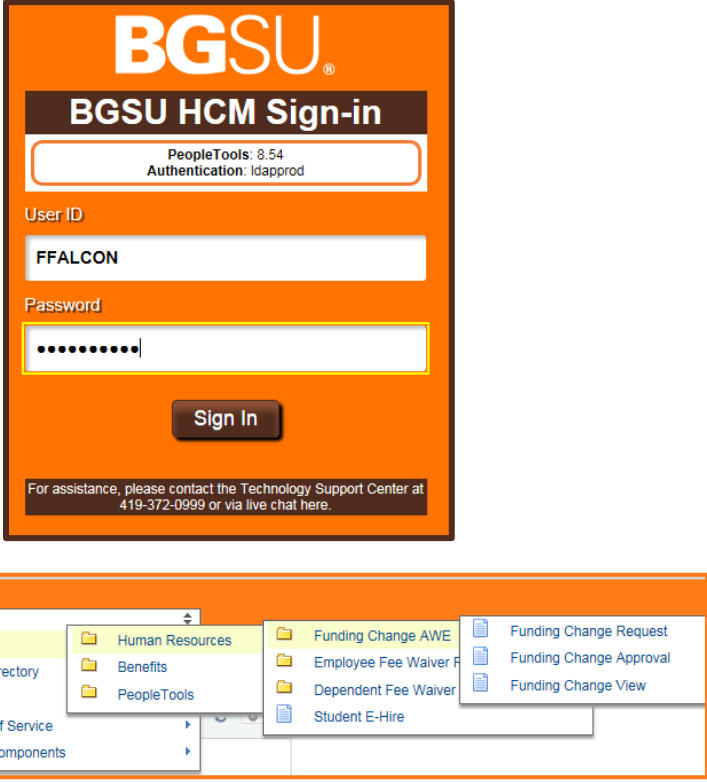
PART OF MANAGER DASHBOARD

# Funding Changes

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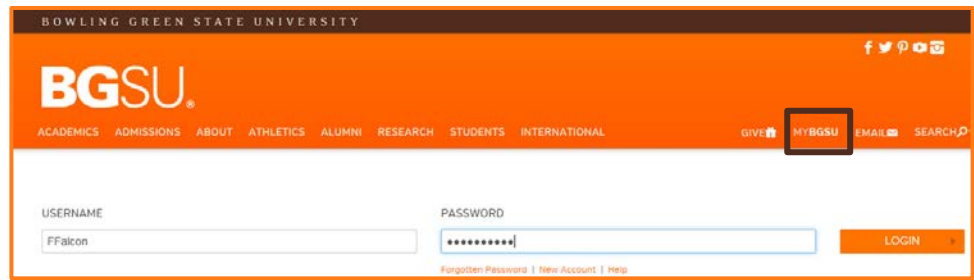
# Funding Changes

PROCESS OVERVIEW	
	<p>The purpose of this reference guide is to provide an overview of Funding Changes in the Manager Self Service (MSS).</p>
<p>All department processes for funding changes remain the same. This electronic process replaces the manual paper approvals.</p>	<p><i>Funding Change workflow should be initiated only upon completion of department and College or VP area business practices. This electronic workflow does not replace internal department approval steps for the action. This workflow creates a standard efficiency with increased notification to document department or area requests for updates. For example: If Department A business process previously required approval from Budget Admin X and VP #3 be completed prior to submitting the paper funding change request; all approvers in the workflow trust those steps/business processes will have been completed prior to this workflow being initiated.</i></p>
<p>Where do I go?</p>	<p><a href="http://hcm.bgsu.edu">hcm.bgsu.edu</a> (for Budget Admins)  <b>OR</b>            MyBGSU &gt; Employees &gt; Manager Information &gt; Manager Dashboard            (for Supervisors/Managers)</p>
<p><b>NAVIGATION</b></p> <p><b>Option 1: Budget Admins</b></p> <ul style="list-style-type: none"> <li>Type <a href="http://hcm.bgsu.edu">hcm.bgsu.edu</a> in the address bar of your browser.</li> <li>Enter <b>User ID</b> and <b>Password</b> and click on <b>Sign In</b></li> <li>Click on <b>Main Menu</b>, <b>BGSU Menu</b>, <b>Human Resources</b>, <b>Funding Change AWE</b> and then one of the Funding Change options.</li> </ul>	 <p>The image shows two screenshots. The top one is the BGSU HCM Sign-in page, which includes the BGSU logo, the text 'BGSU HCM Sign-in', and a sign-in form with fields for 'User ID' (containing 'FFALCON') and 'Password' (masked with dots), and a 'Sign In' button. Below the form is a footer with contact information for the Technology Support Center. The bottom screenshot shows the 'Main Menu' navigation structure, which includes folders for 'BGSU Menu', 'Company Directory', 'Self Service', 'Manager Self Service', and 'Enterprise Components'. The 'Human Resources' folder is expanded to show 'Benefits' and 'PeopleTools'. The 'Funding Change AWE' folder is also expanded to show 'Funding Change Request', 'Funding Change Approval', and 'Funding Change View'.</p>

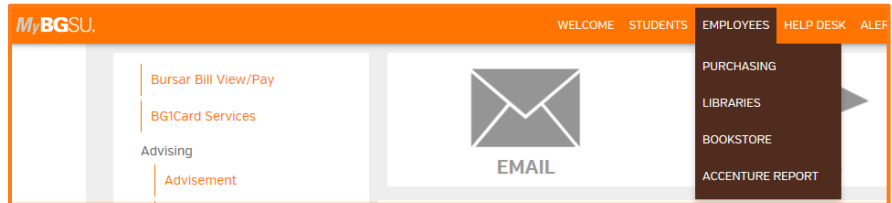
# Funding Changes

## Option 2: Supervisors/Managers

- Type **bgsu.edu** in the address bar of your browser.
- Click on **MyBGSU**
- Enter **User ID** and **Password** and click on **LOGIN**

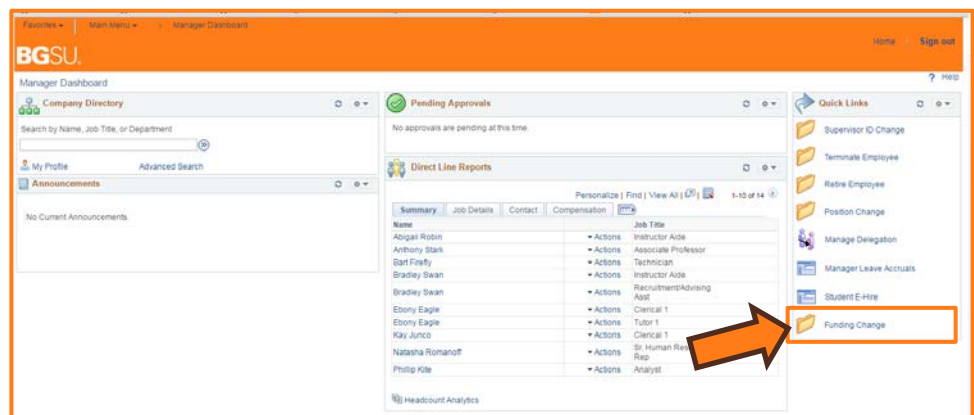


- Click on **Employees**
- Scroll down to the **Manager Information** section and click on **Manager Dashboard**

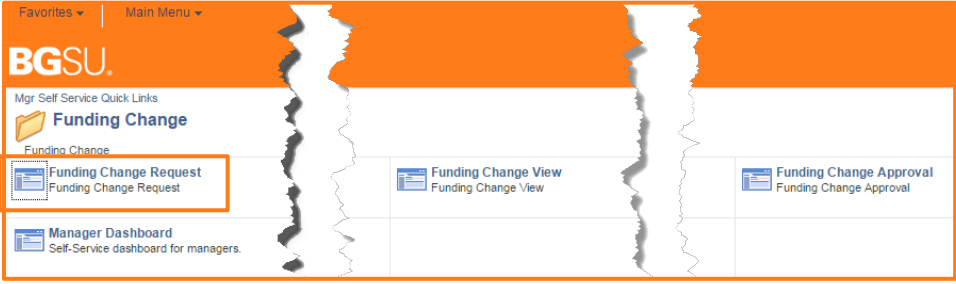



- You can get to the Funding Change options from the Quick Links in Manager Dashboard

- *Student employee changes begin on page 5*
- *Faculty/Staff changes begin on page 9*



# Funding Changes

	 <p>Favorites ▾   Main Menu ▾</p> <p><b>BGSU.</b></p> <p>Mgr Self Service Quick Links</p> <p><b>Funding Change</b></p> <p>Funding Change</p> <p><b>Funding Change Request</b> Funding Change Request</p> <p><b>Funding Change View</b> Funding Change View</p> <p><b>Funding Change Approval</b> Funding Change Approval</p> <p><b>Manager Dashboard</b> Self-Service dashboard for managers.</p>
<p>Use the Bread crumb menu in the orange section at the top of the page when moving around.</p> <p><b>Do not</b> use the browser Back button.</p>	 <p>Favorites ▾   Main Menu ▾ &gt; BGSU Menu ▾ &gt; Human Resources ▾ &gt; Funding Change AWE ▾ &gt; Funding Change View</p> <p><b>BGSU.</b></p> <p><a href="#">View Funding Change Status</a></p>

# Funding Changes

## FUNDING CHANGE REQUEST - STUDENTS

### EMPLOYEE SELECTION

Click on the orange **Select** button beside the name of the student that has a funding change.

OR

**Funding Change**  
Employee Selection Criteria  
Select the employee to be changed. You will be able to process only those employees that you have access to.

As Of Date 06/03/2016

Find Employee

Select	Name	Empl ID	Job	Empl Status	Full/Part Time	HR Status	Position	Job Code	Job Title	Dept ID	Department
<input type="button" value="Select"/>	Abigail Robin	0020196963	1	Active	Part-Time	Active		832004	Instructor Aide	115200	Family & Consumer Sciences
<input type="button" value="Select"/>	Anthony Stark	0010485351	0	Short Work Break	Full-Time	Active	00001489	900010	Associate Professor	114100	Accounting/MIS
<input type="button" value="Select"/>	Bart Firefy	0010342729	0	Active	Part-Time	Active		881002	Technician	721000	University Bookstore
<input type="button" value="Select"/>	Bradley Swan	0020224809	1	Active	Part-Time	Active		833002	Recruitment/Advising Asst	101401	Financial Aid
<input type="button" value="Select"/>	Bradley Swan	0020224809	0	Active	Part-Time	Active		832004	Instructor Aide	111500	Math and Statistics Dept
<input type="button" value="Select"/>	Ebony Eagle	0020082193	1	Active	Part-Time	Active		830000	Tutor 1	728000	Intercollegiate Athletics
<input type="button" value="Select"/>	Ebony Eagle	0020082193	0	Active	Part-Time	Active		810000	Clerical 1	100900	Honors College
<input type="button" value="Select"/>	Kay Junco	0020229600	0	Active	Part-Time	Active		810000	Clerical 1	723000	BG1 Card
<input type="button" value="Select"/>	Natasha Romanoff	0008648781	0	Active	Full-Time	Active	00004268	64612	Sr. Human Resources Rep	503000	Human Resources
<input type="button" value="Select"/>	Philip Kite	0008274498	0	Active	Full-Time	Active	00004232	800009	Analyst	503000	Human Resources
<input type="button" value="Select"/>	Riley Redshank	0005551439	0	Active	Full-Time	Active	00005128	63122	Sr. Administrative Assistant	503000	Human Resources
<input type="button" value="Select"/>	Sandra Goldfinch	0020245680	0	Active	Full-Time	Active	00001708	64612	Sr. Human Resources Rep	503000	Human Resources
<input type="button" value="Select"/>	Steve Rogers	0001476777	0	Active	Full-Time	Active	00005736	800110	Business Analyst	503000	Human Resources
<input type="button" value="Select"/>	Tammy Caracara	0001875760	0	Active	Full-Time	Active	00005625	800005	Administrator	301000	Business Operations

- If you have a long list of employees, it will be quicker to click on the link to **Find Employee**.
- The Find Employee window will allow you to filter/search on many different fields.

*Feature only available to Managers. The Budget Admins will need to use the browser search to find an employee in the list.*

**Funding Change**  
Employee Selection Criteria  
Select the employee to be changed. You will be able to process only those employees that you have access to.

As Of Date 06/06/2016

Find Employee

Select	Name
<input type="button" value="Select"/>	Abigail Robin
<input type="button" value="Select"/>	Anthony Stark
<input type="button" value="Select"/>	Bart Firefy
<input type="button" value="Select"/>	Bradley Swan
<input type="button" value="Select"/>	Bradley Swan
<input type="button" value="Select"/>	Ebony Eagle
<input type="button" value="Select"/>	Ebony Eagle
<input type="button" value="Select"/>	Kay Junco
<input type="button" value="Select"/>	Natasha Romanoff
<input type="button" value="Select"/>	Philip Kite
<input type="button" value="Select"/>	Riley Redshank
<input type="button" value="Select"/>	Sandra Goldfinch
<input type="button" value="Select"/>	Steve Rogers
<input type="button" value="Select"/>	Tammy Caracara

Find Employee

Name

Last Name

Second Last Name

Alternate Character Name

Middle Name

Empl ID

Empl Status

Full/Part Time

Position

Job Code

Job Title

Dept ID

Department

# Funding Changes

## EFFECTIVE DATE

**Choose the Effective Date,**  
Select the pay period beginning date that the change takes effect, normally on a Sunday for Student Employees.

*This Funding Change Request cannot be used for graduate assistants, those changes need to be made through the Graduate Contract Application which is available in the MyBGSU menu.*

*Compensation will not show for employees with an appointment. Only employees with a position will show compensation.*


### Funding Change Request

Abigail Robin

#### Instructions

Select Department if source of support is 100% the home department operating fund with no program codes.  
Ex: Department #, fund 10000 or 100000OP  
-Select Appointment if support source is:  
a. Home department from a fund other than operating  
b. Home department, any fund and a program code  
c. Different from home department, with or without program codes  
d. Shared support between departments, grant and department, or Federal Work Study  
e. Grant supported  
With questions, please contact Student Employment Services at stuemp@bgsu.edu or 419-372-2865.

#### New Values

\*Effective Date   [About the Effective Date](#) Fiscal Year

Department Department 115200 Job Code S32004  Appointment

Family & Consumer Sciences  
Instructor Aide

Comments

#### Current Values

Effective Date 06/12/2016 Fiscal Year 2016

Department  Appointment

Current Distribution					
Combination Code	Description	Fund	Dept ID	Description	Distribution %
1 115200FA	Family & Consumer Sciences	15000	115200	Family & Consumer Sciences	25.000
2 115200OD	Family & Consumer Sciences	18600	115200	Family & Consumer Sciences	75.000

By completing and submitting this Funding Change Request Form, I am confirming that I have discussed this funding change with all appropriate individuals.

Submit

#### About the Effective Date

Select the pay period beginning date that the change takes effect.

For monthly employees the date should normally start on the first of the month.

For bi-weekly employees the date should normally start Sunday.

Clicking on any text with a triangle beside it (like [Instructions](#) in the screen shot above) or with a dotted underline (like [About the Effective Date](#)) will provide additional information that may assist you with the process

# Funding Changes

## CURRENT VALUES

The Current Values for funding distribution for the employee are shown near the bottom of the screen.

Funding Change Request

Abigail Robin  
[Instructions](#)

**New Values**

\*Effective Date  [About the Effective Date](#) Fiscal Year

Department  Appointment

Department 115200 Family & Consumer Sciences  
 Job Code S32004 Instructor Aide

Comments

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**Current Values**

Effective Date 07/01/2015 Fiscal Year 2016

Department  Appointment

**Current Distribution**

Combination Code	Description	Fund	Dept ID	Description	Distribution %
1 115200OD	Family & Consumer Sciences	18600	115200	Family & Consumer Sciences	100.000

By completing and submitting this Funding Change Request Form, I am confirming that I have discussed this funding change with all appropriate individuals.

Submit

## NEW VALUES

Select **Department** if source of support is 100% the home department operating fund with no program codes. Ex: Department #, fund 10000 or 100000OP -

Select **Appointment** if support source is:

- Home department from a fund other than operating
- Home department, any fund and a program code
- Different from home department, with or without program codes
- Shared support between departments, grant and department, or Federal Work Study
- Grant supported

With questions, please contact Student Employment Services at [stuemp@bgsu.edu](mailto:stuemp@bgsu.edu) or 419-372-2865.

### About the End Date

The End Date is optional. Funding will be inactivated on the first day after the End Date, if an End Date is entered. The End Date must be greater than the Effective Date.

**New Values**

There are future dated rows on the Department Budget table for this employee.

\*Effective Date 06/05/2016 [About the Effective Date](#) Fiscal Year 2016

End Date  [About the End Date](#) Fiscal Year

Department  Appointment

Department 115200 Family & Consumer Sciences  
 Job Code S32004 Instructor Aide

**Distribution**

*Combination Code	Description	Fund	Dept ID	Description	*Distribution %
1 115200OD	Family & Consumer Sciences	18600	115200	Family & Consumer Sciences	100.000



# Funding Changes

## When Choosing **Appointment**:

- Enter the Combination Code or click on the magnifying glass to search for the correct code.
- If you want to add an additional funding source, click on the + sign to add another row
- Adjust the Distribution percentages so that all funding totals to 100%.
- It is optional to type in a **comment** explaining the funding change. Make sure to keep this short and professional. There is an icon to the right of the comment box to run a spell check.

**New Values**

There are future dated rows on the Department Budget table for this employee.

\*Effective Date: 06/05/2016 [About the Effective Date](#) Fiscal Year: 2016

End Date:  [About the End Date](#) Fiscal Year:

Department  Appointment

Department: 115200 Family & Consumer Sciences  
Job Code: S32004 Instructor Aide

Distribution						
*Combination Code	Description	Fund	Dept ID	Description	*Distribution %	
1 115200OD	Family & Consumer Sciences	18600	115200	Family & Consumer Sciences	75.000	+ -
2 115200FA	Family & Consumer Sciences	15000	115200	Family & Consumer Sciences	25.000	+ -

Comments: TEST - Changing Funding on Student Employee [spell check icon]

Below the Current Data box, **Check the box** to confirm that you have discussed this funding change with all appropriate individuals.

Click the **Submit** button.

By completing and submitting this Funding Change Request Form, I am confirming that I have discussed this funding change with all appropriate individuals.

In this example, the Reviewers will be sent a notification message only, they do not need to approve the change.

Payroll needs to grant the final approval.

If this employee were being paid by Federal Work Study (FWS) this would go to Student Employment Services instead of Payroll for the final approval.

**Submit Confirmation**

✓ You have successfully submitted the Funding Change request (Transaction# 13) for Abigail Robin as of 6/20/2016.

**Funding Change Approval**

**:Pending** [View/Hide Comments](#)

**Funding Change Workflow**

**Self Approved**

✓ Funding Change Originator  
06/20/16 - 10:48 AM

**Reviewer**

60 Reviewer

**Reviewer**

60 Reviewer

**Pending**

Multiple Approvers  
Payroll Approvers

**Comments**

[Return to Select Employees](#)

# Funding Changes

## FUNDING CHANGE REQUEST – FACULTY/STAFF

### EMPLOYEE SELECTION

Click on the orange Select button beside the name of the employee that has a funding change.

OR

**Funding Change**  
Employee Selection Criteria  
Select the employee to be changed. You will be able to process only those employees that you have access to.

As Of Date: 06/03/2016 Refresh Employees

Select	Name	Empl ID	Job	Empl Status	Full/Part Time	HR Status	Position	Job Code	Job Title	Dept ID	Department
Select	Abigail Robin	0020196963	1	Active	Part-Time	Active		932004	Instructor Aide	115200	Family & Consumer Sciences
Select	Anthony Stark	0010485351	0	Short Work Break	Full-Time	Active	00001489	900010	Associate Professor	114100	Accounting/MIS
Select	Bart Firefy	0010342729	0	Active	Part-Time	Active		881002	Technician	721000	University Bookstore
Select	Bradley Swan	0020224809	1	Active	Part-Time	Active		833002	Recruitment/Advising Asst	101401	Financial Aid
Select	Bradley Swan	0020224809	0	Active	Part-Time	Active		832004	Instructor Aide	111500	Math and Statistics Dept
Select	Ebony Eagle	0020082193	1	Active	Part-Time	Active		830000	Tutor 1	728000	Intercollegiate Athletics
Select	Ebony Eagle	0020082193	0	Active	Part-Time	Active		810000	Clerical 1	100900	Honors College
Select	Kay Junco	0020229600	0	Active	Part-Time	Active		810000	Clerical 1	723000	BG1 Card
Select	Natasha Romanoff	0008648761	0	Active	Full-Time	Active	00004258	64612	Sr. Human Resources Rep	503000	Human Resources
Select	Philip Kite	0006274498	0	Active	Full-Time	Active	00004232	800009	Analyst	503000	Human Resources
Select	Riley Redshank	0005551439	0	Active	Full-Time	Active	00005128	63122	Sr. Administrative Assistant	503000	Human Resources
Select	Sandra Goldfinch	0020245680	0	Active	Full-Time	Active	00001708	64612	Sr. Human Resources Rep	503000	Human Resources
Select	Steve Rogers	0001476777	0	Active	Full-Time	Active	00005736	800110	Business Analyst	503000	Human Resources
Select	Tammy Caracara	0001875760	0	Active	Full-Time	Active	00005625	800005	Administrator	301000	Business Operations

- If you have a long list of employees, it will be quicker to click on the link to **Find Employee**.
- The Find Employee window will allow you to filter/search on many different fields.

*Feature only available to Managers. The Budget Admins will need to use the browser search to find an employee in the list. (Ctrl+F)*

**Funding Change**  
Employee Selection Criteria  
Select the employee to be changed. You will be able to process only those employees that you have access to.

As Of Date: 06/03/2016 Refresh Employees

**Find Employee**

Name: begins  
Last Name: begins  
Second Last Name: begins  
Alternate Character Name: begins  
Middle Name: begins  
Empl ID: begins  
Empl Status: =  
Full/Part Time: =  
Position: begins  
Job Code: begins  
Job Title: begins  
Dept ID: begins  
Department: begins

Search Reset Search

# Funding Changes

## EFFECTIVE DATE

**Choose the Effective Date,**  
Select the pay period beginning date that the change takes effect.

*Compensation will not show for employees with an appointment. Only employees with a position will show compensation.*

**Funding Change Request**  
Phillip Kite  
[Instructions](#)  
Select Position only if funded by a source other than Home Department. Contact the Payroll Office with any questions at payroll@bgsu.edu or 419-372-2201.

**New Values**

\*Effective Date  [About the Effective Date](#) Fiscal Year

Department  
Department 503000  
Position Number 00004232  
Job Code 800009  
Compensation Rate   
Comments

Position  
Human Resources  
Classification/Compstn Analyst  
Analyst

**Current Values**

Effective Date 07/01/2015 Fiscal Year 2016  
 Department

By completing and submitting this Funding Change Request Form, I am confirming that I have discussed this funding change with all appropriate individuals.

Submit

\* Required Field  
Return to Select Employees

### About the Effective Date

Select the pay period beginning date that the change takes effect.

For monthly employees the date should normally start on the first of the month.

For bi-weekly employees the date should normally start Sunday.

Clicking on any text with a triangle beside it (like [Instructions](#) in the screen shot above) or with a dotted underline (like [About the Effective Date](#)) will provide additional information that may assist you with the process

## CURRENT VALUES

The Current Values for funding distribution for the employee are shown near the bottom of the screen.

**Funding Change Request**  
Phillip Kite  
[Instructions](#)  
Select Position only if funded by a source other than Home Department. Contact the Payroll Office with any questions at payroll@bgsu.edu or 419-372-2201.

**New Values**

\*Effective Date  [About the Effective Date](#) Fiscal Year

Department  
Department 503000  
Position Number 00004232  
Job Code 800009  
Compensation Rate   
Comments

Position  
Human Resources  
Classification/Compstn Analyst  
Analyst

**Current Values**

Effective Date 07/01/2015 Fiscal Year 2016  
 Department

By completing and submitting this Funding Change Request Form, I am confirming that I have discussed this funding change with all appropriate individuals.

Submit

# Funding Changes

## NEW VALUES

Select **Department** if source of support is 100% the home department operating fund with no program codes. Ex: Department #, fund 10000 or 100000OP -

Select **Position** only if funded by a source other than Home Department.

Contact the Payroll Office with any questions at payroll@bgsu.edu or 419-372-2201.

### About the End Date

The End Date is optional. Funding will be inactivated on the first day after the End Date, if an End Date is entered. The End Date must be greater than the Effective Date.

**Funding Change Request**  
Phillip Kite  
Instructions

**New Values**  
Based on the entered date(s), this request will be a retroactive funding change request and it will require manual processing by Payroll.

\*Effective Date: 06/01/2016 [About the Effective Date](#) Fiscal Year: 2016  
End Date:  [About the End Date](#) Fiscal Year:

Department  Position

Department: 503000 Human Resources  
Position Number: 00004232 Classification/Compstn Analyst  
Job Code: 800009 Analyst  
Compensation Rate:

*Combination Code	Description	Fund	Dept ID	Description	*Distribution %
1	<input type="text"/>				<input type="text"/>

### When Choosing Position:

- Enter the Combination Code or click on the magnifying glass to search for the correct code.
- If you want to add an additional funding source, click on the + sign to add another row
- Adjust the Distribution percentages so that all funding totals to 100%.
- It is optional to type in a **comment** explaining the funding change. Make sure to keep this short and professional. There is an icon to the right of the comment box to run a spell check.

**Funding Change Request**  
Phillip Kite  
Instructions

Select Position only if funded by a source other than Home Department. Contact the Payroll Office with any questions at payroll@bgsu.edu or 419-372-2201.

**New Values**  
Based on the entered date(s), this request will be a retroactive funding change request and it will require manual processing by Payroll.

\*Effective Date: 06/01/2016 [About the Effective Date](#) Fiscal Year: 2016  
End Date:  [About the End Date](#) Fiscal Year:

Department  Position

Department: 503000 Human Resources  
Position Number: 00004232 Classification/Compstn Analyst  
Job Code: 800009 Analyst  
Compensation Rate:

*Combination Code	Description	Fund	Dept ID	Description	*Distribution %
1	503000OP Human Resources	10000	503000	Human Resources	80.000
2	316000OP Information Technology Service	10000	316000	Information Technology Service	20.000

Comments: TEST - Changing Funding on Staff Employee

Below the Current Data box, **Check the box** to confirm that you have discussed this funding change with all appropriate individuals.

Click the **Submit** button.

By completing and submitting this Funding Change Request Form, I am confirming that I have discussed this funding change with all appropriate individuals.

# Funding Changes

Here you will see the Funding Change Approval Workflow.

Submit Confirmation

✓ You have successfully submitted the Funding Change request (Transaction# 14) for Sandra Goldfinch as of 6/20/2016.

**Funding Change Approval**

:Pending View/Hide Comments

Funding Change Workflow

Self Approved  
Funding Change Originator  
06/20/16 - 11:36 AM

Pending  
Multiple Approvers  
Funding Change Budget Admins

Not Routed  
Multiple Approvers  
Budget Office Approver

Not Routed  
Funding Change VP Approver

Not Routed  
Multiple Approvers  
Payroll Approvers

Comments

[Return to Select Employees](#)

## VIEW FUNDING CHANGE STATUS

Navigation to the Funding Change View

BGSU Menu > Human Resources > Funding Change AWE > Funding Change Approval

- Funding Change Request
- Funding Change Approval
- Funding Change View**

- Click on Employee's name to view details.

*If any of your funding changes are not approved and are pushed back to you, use the Funding Change Approval option to make changes and resubmit.*

**Those Funding Changes that are Denied, cannot be changed and resubmitted.**

## View Funding Change Status

The list below contains funding change requests. Select an employee to view details.

Funding Change Requests			
Name	Request Date	Workflow Status	Transaction Number
Abigail Robin	06/05/2016	Rework	1
Phillip Kite	06/01/2016	In Approval Process	2
Abigail Robin	06/12/2016	Data Saved	8
Bradley Swan	06/12/2016	Denied	9
Phillip Kite	06/01/2016	In Approval Process	10
Abigail Robin	06/19/2016	In Approval Process	13
Sandra Goldfinch	07/01/2016	In Approval Process	14
Riley Redshank	07/01/2016	In Approval Process	15

# Funding Changes

- At the bottom of the screen, you will see the Funding Change Approval Workflow. Clicking on the **arrow** beside the **Comments** will expand the comments entered.
- You cannot make changes from this screen. You will need to go to the Approval options to make changes and resubmit.
- Click on the **Return to select Employees** link when finished viewing

## FUNDING CHANGE APPROVAL/REWORK

Use the **Funding Change Approval** option to make changes and resubmit if any of your funding changes are not approved and are pushed back to you.

Click on the **employee name** to view details and to process the approval.

Funding Change Requests			
Name	Request Date	Workflow Status	Transaction Number
Abigail Robin	06/05/2016	Rework	1

# Funding Changes

## FUNDING CHANGE PUSHBACK

- Make funding changes in the New Values box.

Funding Change Request

Abigail Robin  
[Instructions](#)

Workflow Status: Rework      Transaction Number: 1

**New Values**

There are future dated rows on the Department Budget table for this employee.

\*Effective Date: 06/05/2016      About the Effective Date      Fiscal Year: 2016  
 End Date:      About the End Date      Fiscal Year:

Department       Appointment

Department: 115200      Family & Consumer Sciences  
 Job Code: S32004      Instructor Aide

**Distribution**

*Combination Code	Description	Fund	Dept ID	Description	*Distribution %
1 11520000	Family & Consumer Sciences	18000	115200	Family & Consumer Sciences	100.000

**Current Values**

Effective Date: 06/12/2016      Fiscal Year: 2016  
 Department       Appointment

**Current Distribution**

Combination Code	Description	Fund	Dept ID	Description	Distribution %
1 115200FA	Family & Consumer Sciences	15000	115200	Family & Consumer Sciences	25.000
2 11520000	Family & Consumer Sciences	18000	115200	Family & Consumer Sciences	75.000

- Add a **Comment** explaining the change
- Click on **Resubmit**

**Comment**

Approver Name: \_\_\_\_\_

Comment: [TEST - making funding changes and resubmitting for approval.]

A Confirmation message appears after you select Resubmit.

**Submit Confirmation**

✓ You have successfully processed the Funding Change request (Transaction# 1) for Abigail Robin as of 6/3/2016.

**Funding Change Approval**

:Pending [View/Hide Comments](#)

**Funding Change Workflow**

**Self Approved**  
 ✓ Funding Change Originator  
 06/20/16 - 2:27 PM

**Reviewer**  
 Reviewer

**Reviewer**  
 Reviewer

**Pending**  
 Multiple Approvers  
 Payroll Approvers

**Comment History**

[Return to select Employees](#)