

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.

Worklist New

Worklist for 0085567: James,Karen A

[Detail View](#) Worklist Filters Feed

From	Date From	Work Item	Worked By Activity	Priority	Link		
Torres,Vanessa	10/05/2017	Evaluate Form	eForm Routing		PRF_Temp_01016058_<Vacant>	Mark Worked	Reassign
Colbert,Alicia D	10/05/2017	Evaluate Form	eForm Routing		PRF_Temp_01007140_7	Mark Worked	Reassign
Colbert,Alicia D	10/05/2017	Evaluate Form	eForm Routing		PRF_Reg_00013793_Alana Dandridge	Mark Worked	Reassign
Loya,Debra	10/05/2017	Evaluate Form	eForm Routing		PRF_Reg_01018386_Yiduo Liu	Mark Worked	Reassign
Loya,Debra	10/05/2017	Evaluate Form	eForm Routing		PRF_Reg_01012156_Jean Francois Caron	Mark Worked	Reassign
Loya,Debra	10/05/2017	Evaluate Form	eForm Routing		PRF_Reg_00108689_Arthur Weglein	Mark Worked	Reassign
Torres,Jessica	10/05/2017	Evaluate Form	eForm Routing		PRF_Reg_01008482_Randi Betts	Mark Worked	Reassign
Martinez,Jose J	10/05/2017	Evaluate Form	eForm Routing		PRF_Reg_00106724_Sonia Huerta	Mark Worked	Reassign
Martinez,Jose J	10/05/2017	Evaluate Form	eForm Routing		PRF_Temp_01017666_Gwen Musial	Mark Worked	Reassign
Loya,Debra	10/06/2017	Evaluate Form	eForm Routing		PRF_Reg_01018799_Reginald Bain	Mark Worked	Reassign
Loya,Debra	10/06/2017	Evaluate Form	eForm Routing		PRF_Reg_01007077_Aji Daniel	Mark Worked	Reassign
Short,Andrea Michelle	10/06/2017	Evaluate Form	eForm Routing		PRF_Temp_01004709_<Vacant>	Mark Worked	Reassign
Short,Andrea Michelle	10/06/2017	Evaluate Form	eForm Routing		PRF_Reg_NEW	Mark Worked	Reassign
Short,Andrea Michelle	10/06/2017	Evaluate Form	eForm Routing		PRF_Reg_01004928_Goran Majkic	Mark Worked	Reassign
Short,Andrea Michelle	10/06/2017	Evaluate Form	eForm Routing		PRF_Reg_00104182_Eduard Galstyan	Mark Worked	Reassign
Jones,Monique J	10/06/2017	Evaluate Form	eForm Routing		PRF_Temp_01016717_Tyler List	Mark Worked	Reassign
Short,Andrea Michelle	10/06/2017	Evaluate Form	eForm Routing		PRF_Temp_NFW	Mark Worked	Reassign

Personalize | Find | View All | 1-19 of 19 | Last

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
 Business Unit : 00730
 Fund
 DeptID
 Program Code
 Project : NA
 CC Manager : 0397885 Charles.Michael Ray

UNIVERSITY OF HOUSTON - SYSTEM

Balance Sheet

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

Page No. 6
 Report ID : UGLS1074.6
 Database : FSPRD
 Run Date : 05/06/2019
 Run Time : 03:35:47 PM

Acct	Description	2019 Beginning Year Balance (0)	Beginning Balance Aug 31, 2019 (998)	Adjust Period Activity (998)	Balance 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	60,000.00	60,000.00	0.00	60,000.00	60,000.00
33500	NMT FROM CUR UNR GE	-60,000.00	-60,000.00	0.00	-60,000.00	-60,000.00
	EXPENSE SUMMARY	-.--	0.00	0.00	0.00	0.00
	REVENUE SUMMARY	-.--	0.00	0.00	0.00	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	0.00	0.00	0.00	0.00	0.00
	OPEN COMMITMENT	0.00	0.00	0.00	0.00	0.00
	AVAILABLE FUND EQUITY (Adjusted for Commitments)	0.00	0.00	0.00	0.00	0.00

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.

Position Information

Requested Action: Update Existing Position **eForm ID:** 815714
Position Number: 01012156 [Position Data](#)
Incumbent(s): Jean Francois Caron

New Position Information

Effective Date: 10/01/2017
Department: H0112 Physics
Business Unit: HR730 U of H Main
Location Code: H5005
Reports To Position: 00100716 Active Faculty Retiree
Reg/Temp:
Empl Class:

Current Position Information

Effective Date: 05/01/2017
Department: H0112 Physics
Business Unit: HR730 U of H Main
Location Code: H5005
Reports To Position: 00100716 Active Faculty Retiree
Reg/Temp: Regular
Empl Class: Prof/Admin Staff

- Use Existing Job Code Update Existing Job Code
 Create New Job Code No Change

Current:

Job Code/Title: T4F2 Research Associate 2 **Salary Plan:** RSE **Salary Grade:** 207 **Annual Salary:** \$51,999.96
Standard Hours: 40.00 **FTE:** **Standard Hours:** 40.00 **FTE:** 1.00

*Speedtype(s)	Combination Code(s)	*Distrb %(s)	Funding End Dt
00730-54842	5013-H0112-B0001-G107429	100.000	03/31/2018

*Speedtype(s)	Combination Code(s)	*Distrb %(s)	Funding End Dt

Distribution % Total: 100.000

Action(s) & Reason(s)

Action	Reason
1 Budget Change	

Update Incumbent Data

Attachments

*Description:

View	Description	File size	Author	Created Date/Time
1 <input type="button" value="View"/>	1074	10433	0090198	10/03/17 1:52:16PM

Comments

Your Comment:

Comment History:

** Loya, Debra
 ** Thu, Oct 5 17, 04:26:00 PM
 Funding source and availability verified by J. Chin-Davis, DBA.