CHANGE (MOVE) a Position FOAPAL (between FUNDS / RC Units)

Step 1: Changing the ORG's?
(When the RC Unit is changing as well)
- **HOME ORG** - Notify HR office of change to PEAEMPL record.
  This will adjust the "responsible" org for this person. Some reporting is done off of the HOME ORG.
- **POSITION ORG** - Current BSC makes this adjustment. Change the ORG field in NBAPBUD (on the Position Salary Budget page).
  This allows access to PBUD and PBAD. Some reporting is also done off this form.

Step 2: Changing the JOBS record
- **MOVE EPAF** - UNH HR handles "Move" Epafs. Use Request Form NZARQMV.
  This will change: the "suffix" of the position, the labor distribution (where they will get paid), and the Time Sheet ORG.

Step 3: "DCN" over any expenses
- **DCN Process** - If necessary, move over any expenses paid against the "OLD" FOAPAL
  Use PHAREDS if Academic/Research unit. Other units, by contacting Payroll office.

Step 4: Changing the Position Budget distribution
- **(1) NWAPBAD** - Move Budget "OUT" of the old FOAPAL
  Adjustment amount will be (-). Choose the "old" FOAPAL string in the Target Position block. Source Position will be NOSOFP. This will "drop" to the Fund's PPB ORG.
- **(2) NWAPBAD** - Move Budget "INTO" of the new FOAPAL
  Adjustment amount will be (+). Insert the "new" FOAPAL string in the Target Position block. Source Position will be NOSOFP. This will "pick up" from the Fund's PPB ORG.
  Utilize the Finance BD04 Journal to move the budget $ that dropped in steps (1) and (2) to the PPB Orgs. This will net out both PPB Org's to Zero for this transaction.