

# Position Budget Funding Form - Financial Planning and Analysis

This form is required for Oracle HCM Position Change or New Position actions. It provides information on the reason for the action, budget changes, and how any budget increases will be funded. The form should be completed by the Business Officer or Financial Manager and attached in the HCM action.

## Business Officer Information

Name  Title

Department / Unit  Email

## General Information

### What is the Position Code?

Position Code  Employee Name (if applicable)

EXISTING position - I will enter the Position Code

NEW position - No position code yet

Requested Budget Profile:

### What is the Effective Date?

## Action Details

### What is the Position Change reason or New Position Action reason used in the action?

### Describe the purpose of this action:

### Does this action include a budget or funding change?

### Budget/Funding Change Amount:

Yes

No

### Is this amount positive or negative?

Positive - Funds needed to cover change

Negative - Funds returned after change

# Position Budget Funding Form - Financial Planning and Analysis

## Budget Change Funding Sources

Fund	Organization	Account	Program	Activity	Initiative	Amount
------	--------------	---------	---------	----------	------------	--------

**Funding Source #1**

**Funding Source #2**

**Funding Source #3**

**Funding Source #4**

## Comments

Is there anything else the Financial Planning office needs to know about this transaction?

## Certification Statement

## Date of Certification

I certify that the information provided in this form is accurate and that sufficient budget is available to support this position change as described.