











HR050.05: Updating the Budget Amount on a Position

Step	Action
1.	On the Employee Self Service menu, click the NavBar button. 
2.	Click the Navigator button.  Navigator
3.	Click the Organizational Development menu. 
4.	Click the Position Management menu. 
5.	Click the Maintain Positions/Budgets menu. 
6.	Click the Add/Update Position Info menu. 
7.	Populate the Position Number field. Position Number <input type="text" value="begins with"/> <input type="text"/>
8.	Click the Search button. 
9.	Click the Plus (+) icon to insert a new row. 



Step	Action
10.	Validate the Effective Date entered by the system and make any needed updates. NOTE: Only one row can be associated with a specific Effective Date ; use Correction mode to make changes to the current row, or use Update/Display mode to enter a future dated row and correct the error. Effective Date <input data-bbox="532 537 678 573" type="text" value="05/23/2017"/>
11.	Click the Paygroup Info link. <input data-bbox="367 646 516 678" type="button" value="Paygroup Info"/>
12.	Populate the Budget Amount field with the new amount. Budget Amount <input data-bbox="643 741 902 779" type="text" value="50407.000"/>
13.	Click the Save button. <input data-bbox="367 852 480 888" type="button" value="Save"/>
14.	You have successfully completed the Updating the Budget Amount on a Position topic. End of Procedure.