Scenario	Description	Expected Results	Required Documentation for ePRF
1	**Existing or New Position Change – No Budget Change** For Job Classifications that: Use Existing Job code, Update Existing Job Code or create new job code ONLY and Reg/Temp = Regular and Salary Changed.	Workflow: Initiator > CDBA > HR >Budget>HR	**Create/Update/Use Existing Job Code:** • JAQ, Org Chart, and HM approval email. • 1074.1 or 1063 report & documentation that dept. has funds for reclass. • VP approval for reclass.
2	**Position Change – No budget Change** Job Title Change – Uses existing job code, Grade change **or Salary change.**	Workflow: Initiator > CDBA > HR	**Title Change:** • JAQ, Org Chart, and HM approval email. • 1074.1 or 1063 report & documentation that dept. has funds for reclass. • VP approval for reclass.
3	**Position Change – No budget Change** (Dept or Reports To change)	Workflow: Initiator > CDBA > HR	None.
4	**Position Change – No budget Change** (FTE Change)	Workflow: Initiator > CDBA > HR > Budget	None.
5	**Budget Change without a Position Change**	Workflow: Initiator > CDBA > Budget	• 1074.1 or 1063 report showing there is enough budget to cover funding change on new CC.
6	**Position Change and Budget Change** – Funding source change **and** a change to job code or Job title or grade or FTE , Dept or Reports To	Workflow: Initiator > CDBA > HR > Budget	**Title Change:** • JAQ, Org Chart, HM approval email. • 1074.1 or 1063 report if CC change/ documentation that dept. has funds for reclass. • VP approval for reclass.
7	**Budget Change (Grant) without a Position Change** – Fund source change	Workflow: Initiator > CDBA > Office of Sponsored Programs > Budget	• 1074.1 or 1063 report if CC change (if OSP wants this backup).
8	**Position Change and Budget (Grant) change** – Fund source change **and** change to job code, job title or grade, FTE, Dept or Reports To	Workflow: Initiator > CDBA > HR> Office of Sponsored Programs > Budget	**Title/Job Code Change:** • JAQ, Org Chart, HM approval email. •1074.1 report if CC change (if OSP wants this backup).