<table>
<thead>
<tr>
<th>Scenario</th>
<th>Description</th>
<th>Expected Results</th>
<th>Required Documentation for ePRF</th>
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</table>
| 1        | Existing or New Position Change – No Budget Change                            | 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                                           | 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). |