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EMPLOYEE SERVICES

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How do you make changes in position funding? ^[1]

This is a fairly easy process, but it also depends upon the timing of the changes you want. Please follow the Step-by-Step Guides to make changes to the upcoming pay cycle on an established position using both:

1. [Change Future Funding](#) ^[2] ^[2]; and
2. [Update Funding Distribution](#) ^[3]

If you are just creating a position and need to establish funding, use the "[Create New Position with Funding](#)" Step-by-Step Guide ^[4].

If you are trying to change the funding of a prior timeframe, then Payroll Expense Transfers (PET?s) come into play. Depending upon the situation, please review the following guides to determine the best option:

- [PET Retroactive Funding Change](#) ^[5]
- [Quick Reference PETR](#) ^[6]
- ^[6][Correction PET](#) ^[7]

- [Quick Reference PETC](#) ^[8]
- [PET Review](#) ^[9]

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Links:

- [1] <http://www.cu.edu/employee-services/faq/how-do-you-make-changes-position-funding>
[2] http://www.cu.edu/sites/default/files/policies/docs/Change-Future-Funding_0.pdf
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