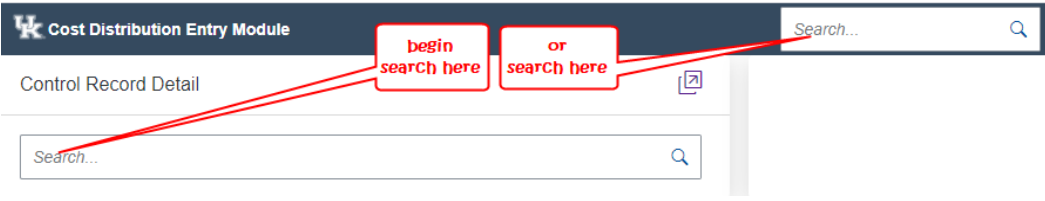
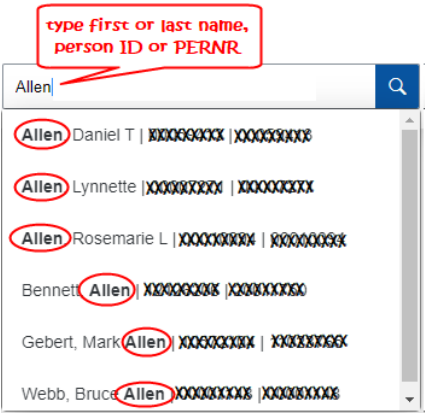
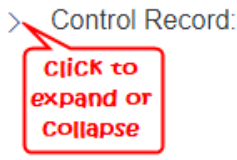

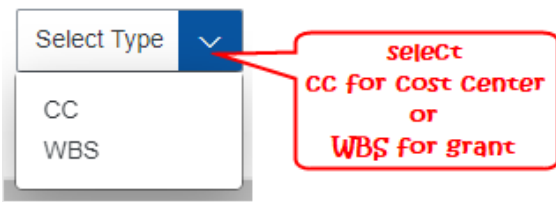



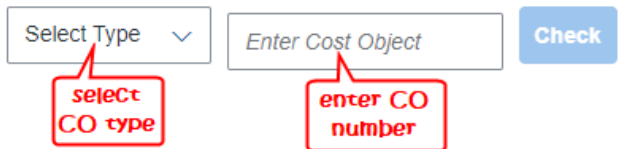
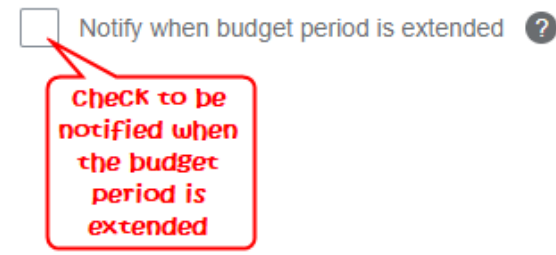


## When an Individual Changes Positions within the same Department (Example)

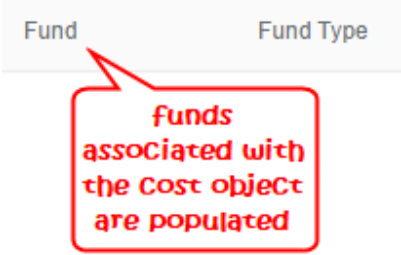
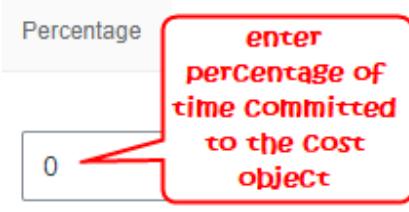
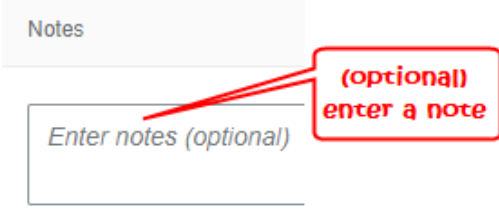

Simplified example of the process and what to do when an individual changes positions within the same department. Broader details and information available on QRC CDEM Complete Details.

| <b>DEPARTMENT</b>  |   |
|--|---|
| General Process  | <ul style="list-style-type: none"> <li>• Department submits a Request for Personnel Action PA40</li> <li>• Department adds Commitments for the individual based on how the individual will dedicate time to in the new position</li> <li>• Department creates In-progress plan to reflect individual’s new cost distribution plan by removing cost objects they are no longer devoting time to and adding cost objects they will begin to dedicate time to</li> <li>• Department submits In-progress plan to update IT27</li> </ul> |
| Search for faculty member  |   |
| Enter their first or last name, person ID or PERNR<br><br>Available results will populate as you type<br><br>Select individual |    |
| Click Control Record to view changes in Record   |    |

Quick Reference Card – CDEM Position Change within the Same Department (Example)

|  |  |
|--|--|
| <p>Click add icon to add a commitment item</p>   |    |
| <p>Select type of cost object</p> <p>CC = Cost Center<br/>WBS = Grant</p>  |    |
| <p>Enter cost object number</p>  |   |
| <p>Click check to display cost object details</p> <p>The cost object's summary information will populate</p> <p>Review information to validate this is the correct cost object</p> |  <hr/> <p>CO Type: <i>CO, IO or WBS</i>      Cost Object: <i>Cost Object Number</i></p> <p>Name: <i>CO title</i>      Valid: <i>budget period</i></p> <p>Dept: <i>Dept number and title</i>      Person Resp: <i>Principal Investigator name</i></p> <p>Fund Center: <i>Fund center number</i>      Cost Object Open: <i>Yes if open</i><br/><i>Budget Period Closed if closed</i></p> <p>Valid for: <i>X if valid</i>      Sponsored: <i>S if flagged</i>      FuncArea: <i>Functional Area</i><br/>Payroll: <i>for payroll</i>      Flag: <i>N if not flagged</i></p> |
| <p>If the cost object entered is correct, click Enter Percentage</p> <p>If the cost object entered is not correct, re-enter the cost object number and click check</p>             |  <p>or</p>    |
| <p>Check to be notified when the budget period is extended</p> <p>Notification can be check/unchecked at any time</p>  |  <p>Notification message will be listed in Alerts</p>  |

Quick Reference Card – CDEM Position Change within the Same Department (Example)

|  |   |
|--|---|
| <p>CDEM populates the funds associated with the cost object</p> <p>For WBS elements, all funds will be present, even if the percentage is 0%</p>                           |        |
| <p>Enter the general percentage of time committed to working on a project over the effective period</p> <p>Note: Fringe follows salary percentage</p>                      |        |
| <p>Enter a note (optional) in the text field to add descriptive and helpful information in reference to the entry</p>  |        |
| <p>Click Save to continue. The commitment list will refresh with the change</p> <p>Click Back to go back to the cost object enter screen</p> <p>Click Cancel to cancel</p> |      |
| <p>Create and initiate In-Progress plan</p>  | <p>Follow QRC Create, Initiate and Approve In-Progress Plan in CDEM to update IT27s</p> |