BEFORE POSITION DETAIL ENTRY, PLEASE NOTE: Please

make changes in the correct order, beginning with the Proposed Position Information, then moving to the Proposed Funding Distribution. <u>Click Apply</u>, then check the Chartfield Information and make changes if needed.

Step 8: Select the Position
Attributes, such as Position Group,
Position Type, etc.

NOTE: You can type the first letter of the word you're looking for to narrow the list of choices.

Step 9:

Step 13: **Select the Funding Source for the position.**

NOTE: When a Grant funding source is selected the Project/Grant number will auto-populate unless you choose "Other Grants". If you choose "Other Grants", you will need to identify the Grant number.

NOTE: When a grant number populates, the Grant End Date will display. This field cannot be edited.

Step 14: