

Position Change Forms – Create (SAP transaction: ZHRPCFC)

Section 1: Header Section

- **PCF Number** will show 0 until saved/submitted.
- **Fiscal Year** of the position being added or deleted. (EX: FY 2023-2024 = 2024)
- **Status of PCF** indicates release status where PCF is currently sitting, i.e., Draft, Originator, Project Manager, Budget, Position Control, Staffing, Staffing Complete.
- **Created on** provides the date & time the PCF is created.
- **Requestor** is the name of the user creating the form.

Section 2: Comment Log

- Record of comments from each release status that will give direction on what needs to be corrected.

Section 3: Comment Field

- In this section users (Originator, Project Manager, Budget, Position Control, Staffing) will add any necessary comments regarding the PCF.

Section 4

Examples:

Position Change Forms – Change

Use transaction **ZHRPCFU**. Type in your PCF number and hit the enter key. At this time, you can change any information that has been input and/or you can add/delete additional lines. If you are ready to submit, click on the Submit button located at the top left corner. Depending on the fund, your PCF will route to a Project Manager or Budget Services. To delete a line on a PCF, click the radial button to the left of the line you wish to delete and click on the “DELETE ITEM” button located at the top of your screen. DELETING THE DATA IN THAT LINE WILL NOT REMOVE THE LINE FROM YOUR PCF. You must click on “Delete Item”.

Position Change Forms – Delete

Use transaction **ZHRPCFU**. Before a PCF can be deleted it needs to be at “ORIGINATOR” status. If the PCF is not at “Originator” status you should contact the person at that status level. Ask them to return it through transaction **Q4R6(t)0.6 (Ee)3. Un TdL R6(t)0.6 (o)1C49.7 ()11 e)-4.8 (a)-6.67 (f)3.5 (t)0.7 (b)1.4 (t)**