

# Budget/Personnel Rep/ Work Unit/Work Loc Changes (BUPR)

The BUPR form is divided into the following main sections:

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## Introduction

### Overview

You can use the BUPR form to make budget changes (both to the home budget and to the budget distributions), Personnel Representative number changes, work unit and/or location changes to filled positions within an administrative area. This form can be used for employee classes ACAD, ACAM, ADMR, CLER, EXEC, STEX, STNE, and TECH, and for appointment types FT1, FT2 and STN. It cannot be used for GRD, FEL, SCH or WAG. Changes to grads, fellows, and scholars must be done on the GRAD form.

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### How to Pull Up a Blank Form

- Select **CCOM** from the **Net-Pass Activity Table** to go into the production environment.

- Select **IBIS Admin Menus** at the **Com-Pass** screen.

```

01/19/96          INTEGRATED BUSINESS INFORMATION SYSTEM          M3CS
10:46:19.2      HUMAN RESOURCE CHANGE SYSTEM                    MLP3

Any of the functions included in this system can be invoked by
entering the corresponding function code on the command line next
to 'NEXT FUNCTION:'. The following functions are available:

FUNCTION          DESCRIPTION          FUNCTION          DESCRIPTION
-----          -
NPDL             NonAcad Promo/Demo/Lateral   LULO             Leave/Layoff Actions
ARCA             Academic Rank/Class/Type     NEWP             New Pay Information
PUDC             Pos Upgrade/Dwngrade/Class   PADJ             Paycheck Adjustment
SADJ             Salary Adjustment            AEXT            Academic Appt Extension
GRAD             Grad Asst/FEL/SCH Changes    NEXT            Non-Acad Appt Extension
NATC             Non-Acad Appt Type Change     NF2R            Non-Acad FT2/RES
BUPR             Budget/Hum Res rep Change     TITL            Title Changes
CURA             Correct/Rescind Actions

NEXT FUNCTION: BUPR. 1                                PREV MENU: M1M1
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      HELP  MENU  CMPS  END  .      .      .      .      .      KEYS  PRNT  .

```

1. At the **NEXT FUNCTION** line, type **BUPR**.

Press **ENTER**.

A blank **BUPR** form will appear, ready to be completed.

**> Note:**

To locate the **BUPR** forms within the **IBIS** menus, follow the steps below:

1. At the **M1M1** (IBIS Main Menu) menu, enter **M2AS** (EASY Electronic Approval System) at the **Next Function** line and press **Enter**.
2. At the **M2AS** menu, enter **M3FM** (EASY forms) at the **Next Function** line and press **Enter**.
3. At the **M3FM** menu, enter **M3CS** (Hum Res Chg Sys) at the **Next Function** line and press **Enter**.
4. At the **M3CS** menu, enter **BUPR** at **Next Function** and press **Enter**.

# Use of the BUPR Form

## Cover Screen

```
PLEASE ENTER 'SSN', 'CHNG EFF DTE' AND ANSWER QUESTION
01/19/96          HUMAN RESOURCE CHANGE SYSTEM          BUPR
11:47:05.6      Budget/Human Res Rep/Work Unit/Work Loc Changes  MLP3

Form Action: ADD  Document #:          Unit:          Confidential(Y/N): Y
                                     Document Status:

KEY INFORMATION                                TABLE OF CONTENTS

      SSN: 914 - 01 - 1011 ①
      H Admin Area:
      Position #:          -
      Are you changing Home Budget (Y/N)? ②

      Chng Eff Ppd#:  ___
      Chng Eff Dte: 03 / ③ / 1996

Name:

Other Forms Awaiting Action (Y/N)? N
0 = Optional Screens

Next Function: _____ (menu,keys,end)
```

1. At **SSN**, enter the social security number of the employee without spaces or dashes as dashes are already provided.
2. At **Are you changing the Home Budget (Y/N)**, indicate (Y)es or (N)o.

**> Note:**

The new number must be within the same administrative area as the old one. See below in the Page 1 area for more information on changing the home budget.

3. At **Chng Eff Dte**, enter the date this change goes into effect. Use the format MMDDYYYY. For example, May 11, 1992 would be 05111992.

**> Note:**

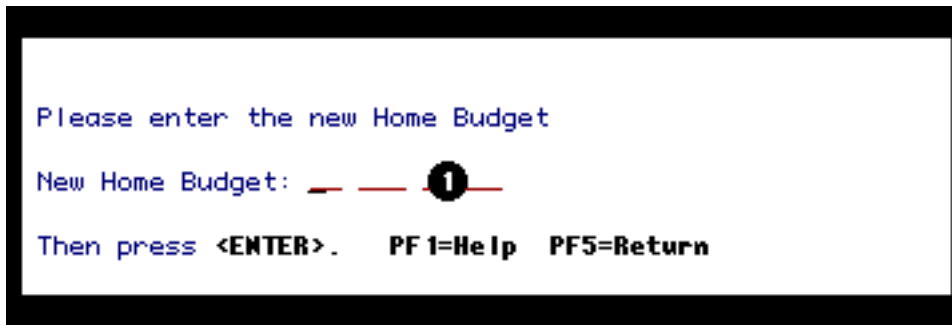
The Chng Eff Ppd# will be automatically derived from the Chng Eff Dte upon pressing **Enter**.

Press Enter to display the H Admin Area, Position #, and Chng Eff Pd #.

Press PF8 to advance to Page 1 of the BUPR form.

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## The Budget Change Window

A screenshot of a terminal window with a black border. The text inside is as follows:

Please enter the new Home Budget

New Home Budget:           1          

Then press <ENTER>.   PF 1=Help   PF5=Return

If a **Y** was entered at, "Are you changing the Home Budget," a pop-up window will appear, asking for the new home budget.

1. At **New Home Budget**, enter a valid home budget number. The new number must be within the same administrative area as the old one.

### Example:

0202412 UP.

Remember to leave a space between the number, 0202412, and the location code, UP.

**Press Enter to exit the pop-up window.**

Press PF8 to advance to Page 1 of the BUPR form.

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## BUPR Page 1

```

01/19/96      Budget/Human Res Rep/Work Unit/Work Loc Changes      BUPR
11:48:29.8
                                Chng Eff Dte: 03/01/1996
                                MLP3

SSN: 914-01-1064      Name: L1064LASTNAME, F1064FIRST      Status:
Scnd Title: ADMIN DIR TELECOMMUNIC      Rank/Dspln:
-----
Are you changing any Budget Distributions (Y/N)? 1
          C U R R E N T :                               C H A N G E   T O :
HAdmn/Pos#/Type: 046      00126-000      P | 046      00126-000      P
Appt Type/Pr/Se: STN      P | STN      P
Class/Grade: ADMR      NA | ADMR      NA
Job Desc Title: ADMV DIR TELECOMMS | ADMV DIR TELECOMMS
-----
Home Budget: 01-042-47 UP | 01-042-44 UP
HRep #/JobD #: 240      9938-0000 | 240 2
Work Unit: 240 | 240 3
Work Loc: UP | - - 4
Pay Budget/Fund: | 06 - 046 - 98 UP      10020 5

```

All fields on the **CURRENT** side are display only and cannot be modified. The modifiable fields on the **CHANGE TO** side are **PRep #, Work Unit, Work Loc, Pay Budget and Fund**. The **Home Budget** cannot be changed on this screen. It can only be changed via the pop-up window on the cover screen.

1. At **Are you changing any Budget Distributions**, indicate a (Y)es or (N)o. A Y will make the Salary Budget Distribution and Source/Destination of Funds screens available after this screen.
2. At **PRep #**, enter a new Personnel Representative number or press the **TAB** key to go to the next field.  
Example: 110.
3. At **Work Unit**, enter a new Work Unit number or press **TAB** to go to the next field. The work unit can only be changed for **ADMR, CLER, STEX, and TECH** (FT1 and STN) positions. The work unit will be a required field when the **Personnel Representative** number is changing.  
**Example:** 110
4. At **Work Loc**, enter the **Work Location** code. This entry is a location followed by a

work unit number. The work location will be a required field when the home budget is changing.

**Example:** UP110 (Do not type a dash as it has already been provided.)

5. At **Pay Budget/Fund**, you may change the Pay Budget or Fund, if necessary.

*Press PF8 to advance to the next screen of the BUPR form.*

**> Note:**

If a **Y** was entered at "Are you changing any Budget Distributions," the Salary Budget Distribution screen will be the next screen. If an **N** was entered, the Notepad will be the next screen.

Last Revised: 07/22/2003