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.

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.

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

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.

---

**The Budget Change Window**

![Pop-up window](image)

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.*

---

**BUPR Page 1**
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