

From: pcbodist-bounces@coyote.csusm.edu on behalf of [Jill Heath](#)
To: pcbodist@coyote.csusm.edu
Subject: [Pcbodist] ePAN Base Funding Identification
Date: Monday, November 22, 2021 3:39:00 PM
Attachments: [image002.png](#)
[ATT00001.txt](#)

Partners in Campus Business Operations ePAN Base Funding Identification

Sent on Behalf of: University Budget Office

Dear PCBO Community:

We are working to facilitate the ePAN process, and one area that will help shorten processing time is confirmation of available funding for various salary actions (IRPs, Promotions, Reclassifications).

Effective today with any new ePAN submittals, please include a note in the comment box of the ePAN indicating the source of base funding for these actions. The comment box is located under the New PS Position / Assignment Information Section (example below).

Please note the following:

- Base funding identified and source
- Name of person identifying the funding
- If division approval required – name of approver within the division

New PS Position/Assignment Information Section

Instructions:
Please enter the 8 digit PeopleSoft (PS) Position Number and then hit the 'Tab' key.

6) PS Position Number *
00000000

PS Position Information		PS Chartfield Information		
Job Title ADMIN SUPPORT ASSISTANT 22 380	MPP Name WALT DISNEY	Account 601300	Fund 48500	Dept ID 1111
Department	MPP Phone 2234	Program	Class	Project/Grant
	Time Base (0.0 to 1.0) * 1.000000	Skill Level/Grade 1	Job Code 1032	Pool ID 101
	FT Monthly Salary Or Hourly Rate * 2,000.00	FLSA N	Job Percentage 100	

This Position is Split Funded

Comment Box (If Needed)

Add note in Comment Box

Contact budget at budget@csusm.edu with any questions.

University Budget Office

budget@csusm.edu



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