

### Changing the Appointment Funding

Different situations in which you would need to change part or all of the appointment funding:

1. Default Funding Change – if you want to change part of the funding string, such as the appropriation/funding and IBAC/program, from the default on SAS, follow these instructions:

If you are in the process of creating the new appointment and you see that the “Default Funding” in the

upper right corner is incorrect → click on the “Funding” tab →

Dept ID	Fund	Program	Project	Eff Date	Chk to activate	Eff Date	Eff Dat
E047060	128	8		07 31 2005	100% <input type="checkbox"/>		
E047060	102	5			100.00 <input checked="" type="checkbox"/>		

you will see the default funding in the first line, which is gray → enter the Dept ID which is E + the 6-digit account number →

then the Fund, 102, 128, etc. → the Program, 0, 2, etc. → move your cursor to the “100% Chk to activate” column and enter 100.0 → click on the “Student” tab and you will be back in the Appointment screen → you can complete the appointment set up from here

2. The student will be keeping the same job, but you want to pay them from a different account number → contact the HR Office for assistance
3. The student will be doing a new and different job with a different account number → you will need to enter a new appointment for the student using the new account number