From: <u>pcbodist-bounces@coyote.csusm.edu</u> on behalf of <u>Jill Heath</u>

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

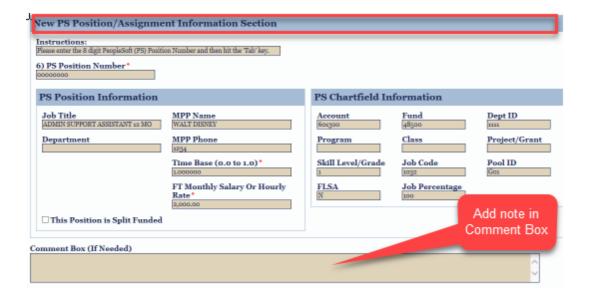
Dear PCBO Community:

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).

<u>Effective today</u> 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



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

University Budget Office

budget@csusm.edu



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