Update Other Position Types

The purpose of this job aid is to explain how to update salary budgeting not specifically associated with position IDs but as a whole number along with the proposed associated fringe amounts for part-time faculty, wages, GRA/GTA’s, etc.

**Note:** Changes are updated in real-time and will be visible on the other forms.

1. From the EPM homepage, select the **Departmental Budget** icon.
2. Select the **Position Budget Forms** icon.
3. Click **Other Position Types** on the menu.
4. Verify the correct **Department** and **Cost Center** are displayed.

5. Locate the **Other Position Type** row you want to update and enter the **Comp Rate** (Calculated as a total dollar amount.) and **Part-Time and Other Positions – Fringe Input** (Calculated as the total dollar amount times the percentage used by the department).

   a. If necessary, click the Department name and/or Cost Center name to find the correct Department and/or Cost Center. Once the department and/or cost center is found, select the department or cost center name from the list and click **OK**.
   
   b. Click the “Go” arrow to refresh the data form data.
6. Continue entering lump dollar amounts in the **Other Position Types** rows as needed.

7. The **Additional Fringe Adj** cells are for those departments wishing to budget additional fringe dollars not associated to any salary specification. Enter as a whole dollar amount.

8. Click the **Save** button, and a confirmation message will be displayed. **Click OK.**