BEFORE POSITION DETAIL ENTRY, PLEASE NOTE: Please make changes in the correct order, beginning with the Proposed Position Information, then moving to the Proposed Funding Distribution. Click Apply, then check the Chartfield Information and make changes if needed.

Step 8: **Select the Position Attributes, such as Position Group, Position Type, etc.**

NOTE: You can type the first letter of the word you're looking for to narrow the list of choices.

Step 9:

Step 13: **Select the Funding Source for the position.**

NOTE: When a Grant funding source is selected the Project/Grant number will auto-populate unless you choose "Other Grants". If you choose "Other Grants", you will need to identify the Grant number.

NOTE: When a grant number populates, the Grant End Date will display. This field cannot be edited.

Step 14: