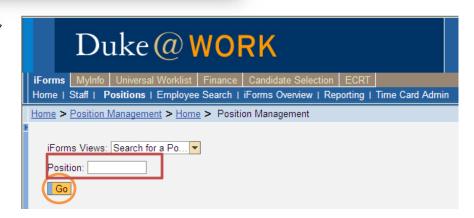
How To Change the Default Cost Center on a Position

1. Enter iForms.



3. Key in the "Position" and click "Go"





- 5. Click on "Reorg Position"
- 6. Change the **Effective Date** and enter the new **Default Cost Center**.
- 7. "Check" and "Submit" for approval.

Note: This action can be done if another iForm is pending.

