

How To Change the Default Cost Center on a Position

1. Enter iForms.
2. Click on "Position"



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

The screenshot shows the 'Position Management' page in the Duke@WORK system. It features a search bar labeled 'iForms Views: Search for a Po...' with a dropdown arrow. Below the search bar is a text input field labeled 'Position:' and a 'Go' button. The breadcrumb trail at the top reads: Home > Position Management > Home > Position Management.

4. Click on iForms



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.

The screenshot shows the 'Reorg Position' form in the Duke@WORK system. It is divided into several sections: 'General Position Data', 'Request Data', 'Comments', and 'Status Overview'. The 'General Position Data' section contains a table with position details. The 'Request Data' section includes fields for 'Effective Date' (7/13/2011), 'Old Organizational Unit' (50000875), 'New Organizational Unit' (50000875), 'BFR/Cost Center', 'Org Unit Description', 'Default Cost Center' (4591104), and 'Personnel Area' (MEDICAL CENTER (1100)). The 'Status Overview' section at the bottom has buttons for 'Submit', 'Check', 'Back', and 'Close Window'.