Budget Amendment Policy
Purpose
This policy provides guidelines and establishes procedures for processing Budget Amendments to
correct overdrawn personnel or general expense pools. Budget amendments move funding from spend
categories or spend category hierarchies with available budget to spend categories or spend category
hierarchies with deficits.
Policy
x Budget Amendments are initiated at the Cost Center level within Workday by the Cost Center
Manager. For step-by-step instructions, please see the Workday Job Aid for ‘Create Budget
Amendment for Organization’.

x Budget Amendments should be rounded to wh.04 Tf
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