

Position Change Request Form

*This form is required to request the creation of a new position, reclassify a position, fill a vacant position or to request a compensation change. If request is approved, the fully signed form must be uploaded as an attachment to the Eform.
Please complete the form with as much information as possible. Missing information delays the review of the form.

Requestor:		Date of Request:	
Department:		Department ID:	
VP Area:		Requestor Signature:	
What are you requesting? (Select all that apply)	<input type="checkbox"/> Create a new position <input type="checkbox"/> Fill a vacant position <input type="checkbox"/> Compensation Change <input type="checkbox"/> Reclassification		
Why is this request necessary? Provide detailed justification.			
Effective Date for Change:		*May be impacted by Payroll and HR deadlines.	
Current Title of Position:		Proposed Title of Position:	
Current Job Code:		Proposed Job Code:	
Name of Incumbent:		Reports To Position #:	
Type of Position:		Reports To Name:	
Is the position full time/benefits eligible?		Position ID:	
Is this a salary or supplement change?		When was/will the position be vacated?	
Compensation / Supplement Rate: (Annualized)		Current/Ending Compensation Rate:	
What are the position duties and how have these duties been completed prior to this point?			
Type of Funding for Position?		Cost Center/Project ID: (If using more than one please list all)	
What is the distribution amount for the cost center(s)?			
Is funding for this position budgeted?		Is funding permanent or temporary?	
If funding is split between sources or you selected "Other" please provide additional information.			
How was funding made available for this new position? If funding is from current vacant position, please provide position ID.			

Approval

AVP or Director	Signature	Name	Date
Financial Lead	Signature	Name	Date
Vice President Approval	Signature	Name	Date
Budget and Financial Planning Office	Signature	Name	Date

Submit requests to BAServiceCenter@utsa.edu for review and processing.