eForm Action Types

New Position Request

- Used to create new faculty positions
From the PeopleSoft start page, click on the **Create New Request** link under the eForms section.
# Initiate New eForms Request

<table>
<thead>
<tr>
<th>Action</th>
<th>Status</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Justification</th>
</tr>
</thead>
</table>

**Request ID**

**Request Date**

**Processing Messages**

**Request History**

## Contact Information

### Entered By

<table>
<thead>
<tr>
<th>Name</th>
<th>Samantha Hernandez</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone</td>
<td>210/458-7563</td>
</tr>
<tr>
<td>Email ID</td>
<td><a href="mailto:Samantha.Hernandez@utsa.edu">Samantha.Hernandez@utsa.edu</a></td>
</tr>
<tr>
<td>Dept ID</td>
<td>BHR001 HUMAN RESOURCE SERVICES</td>
</tr>
</tbody>
</table>

### Secondary Contact

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
</table>
On the **Initiate New eForm Request** page, click on **New Position Request** from the **Action** dropdown box.
In the **Justification** box, explain the purpose of the request.

<table>
<thead>
<tr>
<th>Actions</th>
<th>New Position Request</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Justification</td>
<td>Create a benefits eligible Lecturer II</td>
<td></td>
</tr>
</tbody>
</table>

**Proposed Position Information**

- **Position:**  
- **Status:** Active
- **Company:** University of Texas, San Antonio
- **Business Unit:** UTS02 VP of Academic Affairs
- **Department:** AEN004 COE MECHANICAL ENGINEERING
- **Job Code:** 10051 LECTURER II
- **Job Title:** LECTURER II
- **Reg/Temp:** Regular
- **Full/Part Time:** Full Time
- **FLSA Status:** Exempt
- **Empl Class:** Non-Tenure Track Faculty
- **Sal Plan:** UTSA Faculty
- **FTE:** 1.000000
- **Std Hrs/Wk:** 40.00
- **Max Head Cnt:** 1
- **Reports To Pos:** 10026955
- **Reports To Name:** Hai-Chao Han
- **Location Code:** EB
- **Mail Drop ID:** 01380
Enter the **Position Eff date**

Tip: Use a date that is earlier than when you need it. In cases changes need to be made to accommodate your employee.
Status will default to Active and the Business Unit will auto-populate based on your security role.
**Status** will default to Active and **Company** and **Business Unit** will auto-populate based on your security role.
<table>
<thead>
<tr>
<th>Actions</th>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Position Eff Date</th>
<th>08/01/2018 ▼</th>
<th>Copy Position</th>
</tr>
</thead>
</table>

**Proposed Position Information**

- **Position**: [Select] (Not specified)
- **Status**: Active ▼
- **Company**: University of Texas, San Antonio ▼
- **Business Unit**: UTS02 ▼
- **Department**: AEN004 ▼ COE MECHANICAL ENGINEERING ▼
- **Job Code**: 10051 ▼ LECTURER II
- **Job Title**: LECTURER II
- **Reg/Temp**: Regular ▼
- **Full/Part Time**: Full Time ▼
- **FLSA Status**: Exempt ▼
- **Empl Class**: Non-Tenure Track Faculty ▼
- **Sal Plan**: UTSA Faculty ▼
- **FTE**: 1.000000
- **Stnd Hrs/Wk**: 40.00
- **Max Head Cnt**: ▼ 1
- **Reports To Pos**: ▼ 10026955
- **Reports To Pos**: 10026955
- **Location Code**: Hai-Chao Han
- **Location Code**: EB
- **Mail Drop ID**: 01380

Enter or Lookup Department
Enter or look up the **Job Code**. Once entered, the following information will populate: **Job Title**, **Regular/Temp**, **Full Time/Part Time**, **FLSA Status**, **Salary Plan**, **FTE**, **Standard hours**, and **Max Headcount**.
Change **Reg/Temp, Full/Part Time, FTE, Stnd Hrs/Wk** as needed.

Benefits eligible will be listed as Regular and need to work more than 20 hrs per week.
Enter the **Reports To Pos, Location Code** and **Mail Drop ID**
Under the **Proposed Funding** section, the **Start Date** will default to the position effective date.
Enter or lookup the **Cost Center** and/or **Project/Grant** and Distribution.

All funding periods must equal to 100% distribution

If using a Project/Grant, the Funding End Date will default to the Project End Date
This information is not required for Faculty positions.
Org Charts and Justification are not needed for faculty positions.

Click the **Save** button.

*This has to be done prior to adding attachments or comments.*
click **Add/Delete** to add Attachments
Click the **Submit** form to forward the request for approval.
Once the form has been submitted, the workflow approval steps will be shown. Click on the **Multiple Approvers** link to display who can/will approve the form on the respective steps.
Questions?

Contact:
Human resources
(210) 458-4648

dayone@utsa.edu
compensation@utsa.edu