eForm Action Types

New Position Request

• Used to create a new Tenure/Tenure Track Position
From the PeopleSoft start page, click on the **Create New Request** link under the eForms section.
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.

Add the **Position Effective Date**.
Enter a position number in the **Copy Position** field. If you would like to copy a position that already exists. If not, skip this step.
The position Status will default to Active. Company and Business Unit will default appropriately.
Type in or Lookup Department ID.
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
Enter the **Reports To Pos**, **Location Code** and **Mail Drop ID**
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 section is not required for faculty positions. Purpose, Essential Functions, Min Qualifications, Preferred Qualifications, and Working Conditions can be skipped.
This information is **not required** for the following positions: Student, Faculty and Non benefits eligible staff requests.
Form Procedures are not required to create a faculty position.
click Add/Delete to add Attachments, if needed
Select Add/Edit to add Comments to the form.
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?

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