eForm Action Types

Appointment (Faculty)

• Hire
  • For brand-new hires
On the **Initiate New eForm Request** page, click on **Appointment** from the dropdown box.
In the **Justification** box, explain the purpose of the request.
Use the **Search** button to search for an employee.
Search for your employee by First and Last Name. Use the National ID and BirthDate fields to filter your search results.
If your employee is not listed, click on Cancel.
<table>
<thead>
<tr>
<th>Hire Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hire</td>
<td>Brand new employee</td>
</tr>
<tr>
<td>Rehire</td>
<td>Former UTSA employee</td>
</tr>
</tbody>
</table>

Select the **Hire Type**

Hire = Brand new employee
Rehire = Former UTSA employee
Select the **Hire Reason**

**Hire** = Hire

**Rehire** = Rehire Same Institution or Rehire Return-to-Work Retiree
Enter the **Start Date**. Tenure/Tenure Track faculty do not have end dates.
Enter the **Position** number. Click the **Magnifying Glass** to search for a vacant position.
This field can be skipped for faculty. **Posted Flag** and **Posting ID** are not mandatory.
Tip: Before you enter salary, update the position Hours/FTE.
Comp Frequency, and FTE will auto-populate based on the pos entered.
Enter the **Contract Worth**: 3000.000

This will guarantee they make what is owed to them for the last 2 weeks of August.
Enter the Contract Start and End Date.

Do not check the Renewal Indic box or Renewal Count.
Enter the employee’s biographical data. All **Required** fields are marked with an asterisk.
Click the **Clean Address** link to verify the address against USPS.
The eForm will display all of the **Current** position attributes.
Some position attributes can be modified, including **Reg/Temp**, **FTE/Standard Hours**, **Reports To**, **Location**, and **Mail Drop ID**.
Position Information

• Regular
  • Employee will work more than 135 days
• Temporary
  • Employee will work less than 134 days
• Full Time
  • Employee works 40 hours per week
• Part-Time
  • Employee works 39 hours or less per week
The **Current Funding** for the position is displayed; use the **Proposed Funding** section to make any changes to the existing funding source(s) or distribution(s).
The **Proposed Funding** section has been added. The total distribution percentage must always equal 100%.
Answer the appropriate form questions
Click the **Save** button

*This has to be done prior to adding attachments or comments*
Click the **Add/Edit** button to add form **Comments**.

*All comments will be visible to everyone in the approval chain.*

Click **Add/Delete** to add **Attachments**.
New Faculty

- Memo of Appointment or Offer Letter required
- Category A CBC
Click the **Submit** form to forward the request for approval.
Faculty forms will always route to the Dean’s Office and VPAFS for approval.