eForm Action Types

Job Attribute Change (JAC)

• Used to request changes to the attributes of a position including vacant and filled positions.

• Remember any changes made to a position will impact the employee, and will appear on their job record.
eForm Action Types

Job Attribute Change (End Date)

• Used to change an expected end date
From the PeopleSoft start page, click on the **Create New Request** link under the eForms section.
From the Action dropdown menu, click on **Job Attribute Change**
In the **Justification** box, explain the purpose of the request.
Enter the employee’s Empl ID

<table>
<thead>
<tr>
<th>Select</th>
<th>Empl RCD</th>
<th>Job Indicator</th>
<th>Company</th>
<th>HR Status</th>
<th>Payroll Status</th>
<th>Eff Date</th>
<th>Action</th>
<th>Reason</th>
<th>Dept ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0</td>
<td>Primary</td>
<td>SAN</td>
<td>Active</td>
<td>Active</td>
<td>01/08/2018</td>
<td>Rehire</td>
<td>Rehire - Same Institution</td>
<td>AEH007</td>
</tr>
</tbody>
</table>

**Job Attribute Change**

**Employee Information**

*Empl ID* 8000109541
The **Effective Date** should be **BEFORE** the employee is scheduled to auto-terminate.
Choose the Appropriate **Change Reason**.

Expected End Date- used when requesting to change the end date
Student Exemption- Do not use
Working Retiree Data Chg= Retirees only
Add the new **Expected Job End Date**

**Current Job Information**
- **Empl Class**: Student
- **Pay Group**: UTSA FLSA SemiMonthly
- **Comp Frqncy**: Semi-Monthly
- **Semi Mo Hourly Rate**: 7.50000
- **Expected Job End Date**: 05/11/2018

**Proposed Job Information**
- **Semi Mo Hourly Rate**: 7.50000
- **Expected Job End Date**: 05/11/2019
- **Auto End Job**
Update Reg/Temp, Reports To Pos, Location Code and Mail Drop ID, if needed.
Update funding, if needed. Add a **Start Date** and the new Cost Center or Project/Grant info.
Click the **Save** button

This has to be done prior to adding attachments or comments
Click **Add/Delete** to add **Attachments**, if needed.
Click the **Submit** button to forward the request for approval.
How do I know who will auto-term?

- Query:
  - UTS_FO_ACTIVE_EES
  - Report is run by Dept ID

- Submit request in the beginning of the month
Questions?

Contact:
Human Resources
(210) 458-4648

hr@utsa.edu