eForm Action Types

Job Attribute Change

- Used to update an existing employee’s job information
  - Pay Rate changes
  - Expected End Date change
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 this request.
Enter the **Effective Date**.  
*Very important, reference the processing calendar for deadlines.*
From the **Action** list select **Pay Rate Changes**
Change Reason: Select Correction to Pay Rate or Equity. The other options are for HR use only.
Enter in new annualized salary, then “tab out”
Enter new **Rate**. The amount will be hourly or annual based on the position.
Other fields can be updated if needed, such as **Location Code** and **Mail Drop ID**
Update funding, if needed. Add a **Start Date** and the new Cost Center or Project/Grant info

Click **Save**
Click Submit to submit the form.
Questions?
Contact:
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