eForm Action Types

New Position Request

- Used to create new positions for Staff, Faculty, Students and POIs
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.

Create new Administrative Associate I for our front desk.
Add the **Position Effective Date** and/or enter a position number in the **Copy Position** field.
The position **Status** will default to Active. **Company** and **Business Unit** will default appropriately.
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.
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 the following positions: Student, Faculty and Non benefits eligible staff requests.
This is not required for non-benefits eligible positions

Click the Save button

This has to be done prior to adding attachments or comments
click **Add/Delete** to add Attachments
### Add/Delete Attachments

**Request ID:** 00001287

<table>
<thead>
<tr>
<th>Attachment Type</th>
<th>Note*</th>
<th>Attached File</th>
<th>Attachment Date Time</th>
<th>By</th>
<th>Add</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong></td>
<td></td>
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</tbody>
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- Miscellaneous
- Org Chart Current/Proposed
- Position Justification

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**Step 1:** Select the **Attachment Type**
Step 2: Add a Note

Step 3: Click Icon to upload attachment
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?

Contact:
Human resources
(210) 458-4648

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