eForm Action Types
Position Attribute Change (PAC)

- 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
Position Attribute Change
FTE/Ben Elig/Reg/Temp

• Use this form to change an employee’s Hours/FTE

• You can also change the following fields:
  • Reg/Temp
  • Reports To
  • Location
  • Mail Drop ID
Click **Create New Request**
Initiate eForm Request

From the Action dropdown box select **Position Attribute Change**
FTE/Ben Elig/Reg/Temp used to change position details
Save your document and then Submit it for approval. You will be notified via email once it is complete.
Your request will appear on the employee’s job record.
Questions?

Contact:
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(210) 458-4648

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