

# 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

# Initiate eForm Request

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Employee Self-Service | myUTShare

Personalize: Content | Layout

Employee Self Service

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UTSA Business Solutions Center

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**Xtender**

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eForms

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My Requests		
	Request ID	eForms Action
1	<a href="#">00015152</a>	Retirement
2	<a href="#">00015164</a>	Retirement
3	<a href="#">00015154</a>	Retirement
4	<a href="#">00015153</a>	Retirement
5	<a href="#">00015168</a>	Retirement

My Pending Approvals		
	Request ID	eForms Action
1	<a href="#">00015153</a>	Retirement
2	<a href="#">00015154</a>	Retirement
3	<a href="#">00015152</a>	Retirement
4	<a href="#">00015168</a>	Retirement
5	<a href="#">00015164</a>	Retirement

Admin		
	Request ID	eForms Action
1	<a href="#">00001375</a>	End Appointm
2	<a href="#">00001382</a>	End Appointm
3	<a href="#">00001384</a>	Appointment
4	<a href="#">00001385</a>	End Appointm
5	<a href="#">00001387</a>	End Appointm

# Initiate eForm Request

## Action

Actions		Status
Justification	<ul style="list-style-type: none"><li>Additional Pay</li><li>Appointment</li><li>Contract Additions and Changes</li><li>Create Person of Interest</li><li>Funding Change</li><li>Job Attribute Change</li><li>Leave Of Absence</li><li>New Position Request</li><li><b>Position Attribute Change</b></li><li>Retirement</li><li>Return From Leave</li><li>Terminations</li><li>Transfer</li></ul>	<p>From the Action dropdown box select <b>Position Attribute Change</b></p>

## Contact Info

Entered By

Name

Phone

Email ID

Dept ID

## Secondary Contact

Name

Phone

Actions   Request ID

\*Justification Increase hours to 19 per week Request Date

[Processing Messages](#)

[History](#)

[Current Additional Pay](#)

\*Position

\*Eff Date

Empl ID	Empl Rcd	Na
6001157004	0	Me

**FTE/Ben Elig/Reg/Temp used to change position details**

\*Reason

**Current Position Information**

Position  Profile ID SAN10032971

Effective Date

Status

Company

Business Unit  VP of Academic Affairs

Department  COEHD EDUC LEADERSHIP

Job Code  STUDENT ASSISTANT I

Job Title

Reg/Temp

Full/Part Time

Empl Class

Sal Plan

Acdmc Rnk

FTE

Stnd Hrs/Wk

Max Head Cnt

Reports To Pos

Reports To Name

Reports To Email

Location Code

Mail Drop ID

**Proposed Position Information**

Position

Effective Date

Status

Company

Business Unit  VP of Academic Affairs

Department  COEHD EDUC LEADERSHIP

Job Code  STUDENT ASSISTANT I

Job Title

Reg/Temp

Full/Part Time

Empl Class

Sal Plan

Budgeted Amt

\*FTE

Stnd Hrs/Wk

Max Head Cnt

Reports To Pos

Reports To Name

Reports To Email

Location Code

Mail Drop ID

Actions Position Attribute Change Status

\*Justification Increase hours to 19 per week

Request ID

Request Date

[Processing Messages](#)

[Request History](#)

[Show Current Additional Pay](#)

\*Position 10032971

\*Eff Date 08/01/2018

\*Reason FTE/Ben Elig/Reg/Temp

Current and Future Incumbents

Empl ID	Empl Rcd	Name	Position Entry Date
600115			

**Save** your document and then **Submit** it for approval. You will be notified via email once it is complete.

Current Position Information

Position 10032971  
 Effective Date 11/01/2015  
 Status Active  
 Company University of Texas, Sa  
 Business Unit UTS02 VP of Ac  
 Department AEH007 COEHD  
 Job Code 10074 STUDENT  
 Job Title STUDENT ASSISTANT I  
 Reg/Temp Regular  
 Full/Part Time Part-Time  
 Empl Class Work Study  
 Sal Plan UTSA Student  
 Acdmc Rnk  
 FTE 0.375000  
 Stnd Hrs/Wk 15.00  
 Max Head Cnt 1  
 Reports To Pos 10026124  
 Reports To Name Lisa Chavez  
 Reports To Email Lisa.Chavez@utsa.edu  
 Location Code BVB  
 Mail Drop ID 01540

Job Title STUDENT ASSISTANT I  
 Reg/Temp Regular  
 Full/Part Time Part Time  
 Empl Class Work Study  
 Sal Plan UTSA Student  
 Budgeted Amt  
 \*FTE 0.475000  
 Stnd Hrs/Wk 19.00  
 Max Head Cnt 1  
 Reports To Pos 10026124  
 Reports To Name Lisa Chavez  
 Reports To Email Lisa.Chavez@utsa.edu  
 Location Code BVB  
 Mail Drop ID 01540

Your request will appear on the employee's job record

Work Location

Find First 1 of 3

Go To Row +

\*Effective Date:

08/01/2018

Effective Sequence:

0

\*Action:

Position Change

HR Status:

Active

Reason:

Position FTE/Ben Elig/Reg/Temp

Payroll Status:

Active

\*Job Indicator:

Primary Job

Calculate Status and Dates

Current



**Questions?**

**Contact:**

**Human Resources**

**(210) 458-4648**

[hr@utsa.edu](mailto:hr@utsa.edu)