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 Changes
Inactivate Position

• If a position is no longer needed, use this form to inactivate it.

• The position must be vacant before you make this request.
Initiate eForm Request

Click Create New Request
Initiate eForm Request

From the Action dropdown box select **Position Attribute Change**
Enter the **Position number**

Enter the **Effective Date**

**Reason:** Inactivate Position

**Status:** Inactive
Save your document and then Submit it for approval. You will be notified via email once it is complete.
Questions?
Contact: Human Resources
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