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
Transfer Position

• You can change the following fields:
  • Department ID
  • Reg/Temp
  • Reports To
  • Location
  • Mail Drop ID
Initiate eForm Request

Click Create New Request
Initiate eForm Request

<table>
<thead>
<tr>
<th>Action</th>
<th>Status</th>
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<tr>
<td>Actions</td>
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<td>Justification</td>
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From the Action dropdown box select **Position Attribute Change**
**Transfer Position to New Dept** used to move positions into new or different departments. Future dated requests on the 1st of the month.
Questions?
Contact: Human Resources
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