

HR Actions

What Action Do You Want To Take	Use This eForm
Hire or Re-Hire	Appointment
Termination—end a job and/or terminate employment	Termination
Retirement	Retirement
Appoint a Person of Interest (POI)	Create a POI
Add or Change a Contract for Faculty	Contract Add & Change
Make Funding Changes	Funding Change
Change Job Attributes	Job Attribute Change (JAC)
Add New Position	New Position Request
Change Position Attributes	Position Attribute Change (PAC)

What Action Do You Want To Take	Use This eForm
Report Leave of Absence for Faculty ONLY	Leave of Absence
Report a Return from Leave of Absence for Faculty ONLY	Return from Leave
Transfer a Position to a New Department	Transfer
Request Additional Pay, e.g. Salary Supplements, Cell phone allowance, etc.	Additional Pay

There are Job Aids and other 'help' type information located at:

WWW.UTSA.EDU/HR/EFORMS/JOBAIDS/