

## Job Attribute Change Job Aid

The **Job Attribute Change** eForm is used to update an existing employee’s job information. This may include updating their pay rate, FTE, standard hours, etc.

### Modify an Employee’s Job Information (Pay Rate, Correction Pay Rate)

Navigation: *Main Menu > HRMS > UTZ Customizations > eForms for HR/Payroll Actions > Action Request*


1. Navigate to the **eForms Action Request** page and click on the **Add a New Value** tab.
2. The **Initiate New eForms Request** page is displayed. Select the **Job Data Attribute Change** option from the “Action” drop down menu.
3. The **Job Attribute Change** eForm is displayed. Use the **Justification** text box to explain or “justify” the reason for the new eForm action requested.
4. Enter the Empl ID of the employee that needs a job update, or click the magnifying glass to search for the Empl ID number.
  - a. The Employee Information section will display all of the current job information. If the employee has multiple job records, you will need to select the job record you would like to change.

Employee Information										
Empl ID <input type="text"/>										<a href="#">Show Current Additional Pay</a>
Select	Empl RCD	Job Indicator	Company	HR Status	Payroll Status	Eff Date	Action	Reason	Dept ID	
1 <input checked="" type="checkbox"/>		0 Primary	SAN	Active	Leave W/Py	12/18/2017	Paid Leave of Absence	Academic Developmental	AEN004	
2 <input type="checkbox"/>		1 Secondary	SAN	Active	Active	09/15/2016	Position Change	Reclassification	RES006	
3 <input type="checkbox"/>		2 Secondary	SAN	Active	Active	09/01/2015	Rehire	Rehire - Same Institution	CTR009	

5. Enter the **Effective Date** of the proposed change.
6. From the **Reason** dropdown boxes, select the appropriate action and reason for the change.

Job Attribute Change Reasons
<u>Pay Rate Changes</u>
Equity
Correction Pay Rate

- Based on the Empl ID previously entered, the **Current Job Information** will display. Use the **Proposed Job Information** to make any changes such as **Monthly Rate/Hourly Rate**.

Job Change Information	
*Effective Date	08/01/2018 
*Action	Pay Rate Changes
*Change Reason	Equity


  

Current Job Information	
Empl Class	Classified
Pay Group	UTSA FLSA Monthly
Comp Frqncy	Monthly
FTE	1.000000
Annual Rate @100%	36271.000
Annual Rate @FTE	36271.000
Monthly Rate	3022.583
Expected Job End Date	<input type="text"/> <input type="checkbox"/> Auto End Job









  

Proposed Job Information	
Empl Class	Classified
Comp Frqncy	Monthly
FTE	1.000000
*Annual Rate @100%	38000.000
Annual Rate @ FTE	38000.000
Monthly Rate	3166.667

- Based on the Position number previously entered, the **Current Position Information** will display. Use the **Proposed Position Information** to make **Reports To** changes. (Use the lookup icon to look up the "Reports To" by Name, Empl ID or Position Number.)

Current Position Information	
Position	10028172 Profile ID
Effective Date	11/02/2015 
Status	Active
Reason Code	Reclassification
Position Status	Approved
Company	University of Texas, San Anton
Business Unit	UTS02 VP of Academic Affairs
Department	AEH011 COEHD INTERDISCIP LEARNING
Job Code	19006 ADMIN SERVICES OFFICER I
Job Title	ADMIN SERVICES OFFICER I
Reg/Temp	Regular
Full/Part Time	Full-Time
FLSA Status	Exempt
Empl Class	Classified
Sal Plan	UTSA Classified
Proposed Salary	<input type="text"/>
Budgeted Amt	<input type="text"/>
Acdmc Rnk	<input type="text"/>
Work Period	W
FTE	1.000000
Std Hrs/Wk	40.00
Max Head Cnt	1
Reports To Pos	10028265
Reports To Name	<input type="text"/>
Reports To Email	<input type="text"/>
Location Code	MB
Mail Drop ID	01570
Officer Code	Not Applicable
<input type="checkbox"/> Key Position <input checked="" type="checkbox"/> Budgeted Position <input type="checkbox"/> Permanently Budgeted	

Proposed Position Information	
Position	10028172 
Effective Date	11/02/2015 
Status	Active
Reason Code	Reclassification
Position Status	Approved
Company	University of Texas, San Anton
Business Unit	UTS02  VP of Academic Affairs
Department	AEH011  COEHD INTERDISCIP LEARNING
Job Code	19006  ADMIN SERVICES OFFICER I
Job Title	ADMIN SERVICES OFFICER I
Reg/Temp	Regular
Full/Part Time	Full-Time
FLSA Status	Exempt
Empl Class	Classified
Sal Plan	UTSA Classified
Proposed Salary	<input type="text"/>
Budgeted Amt	<input type="text"/>
Acdmc Rnk	<input type="text"/>
Work Period	W 
*FTE	1.000000
Std Hrs/Wk	40.00
Max Head Cnt	1
Reports To Pos	10028265 
Reports To Name	<input type="text"/>
Reports To Email	<input type="text"/>
Location Code	MB 
Mail Drop ID	01570
Officer Code	Not Applicable
<input type="checkbox"/> Key Position <input checked="" type="checkbox"/> Budgeted Position <input type="checkbox"/> Permanently Budgeted	

- The **Current Funding** for the position will display and the **Proposed Funding** section can be used to make any changes to the existing funding source(s) or distribution(s).

Funding may be split between different Cost Centers or Projects but the total distribution percentage must equal 100%. Use the plus or minus sign to add/remove an additional funding source.

**Current Funding** Find First 1 of 1 Last

Start Date 09/01/2017

Distribution Chartfields Project Info **9**

Em Cd	Cost Center	Cost Center Descr	Project/Grant	Project Descr	Funding End Date	Distrb %	Est. Expense
	CMR72	HR Test Account				100.000	

**Proposed Funding** Find First 1 of 1 Last

\*Start Date 09/01/2017

Distribution Chartfields Project Info

Em Cd	Cost Center	Cost Center Descr	Project/Grant	Project Descr	Funding End Date	Distrb %	Est. Expense

Attachments

Comments

Contact Information

Save Submit Approve Deny CallBack Sendback Cancel Copy... Check Funds

- Once all the required fields have been completed, which is indicated by an asterisk, click the **Save** button. Notice a **Request ID** number has been assigned, with a **Status** of "Saved."

**Job Attribute Change**

Action

Actions Job Attribute Change Status Saved

Justification

Request ID 00002606  
Request Date 03/07/2018  
[Processing Messages](#)  
[Request History](#)

- Expand the **Attachments** or **Comments** section to attach required documentation and include any special comments.
- After you've added attachments and comments, click the **Submit** button.

Attachments

Type	Note	Attached File	Attach Date/Time	By
1				

Add/Delete **11**

Comments **11** first 1 of 1 Last

Add/Edit

Comment By DateTime

Contact Information **12**

Save Submit Approve Deny CallBack Sendback Cancel Copy... Check Funds