



eForm Action Types

Appointment

- Hire
- Rehire
 - Rehire- Same Institution
 - Return to Work Retiree



Navigation

From the PeopleSoft start page, click on the **Create New Request** link under the eForms section

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Employee Self Service

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[View Paycheck](#), [Direct Depos...](#)
[My Career](#)
[Personal Information](#)
[My Current Profile](#), [Personal I...](#)
[Benefits](#)
[My UT Benefits](#), [Teachers Retirement System](#), [UT OEB](#), [UT Retirement Manager](#)

UTSA Business Solutions Center

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[Rowdy Exchange](#)
[Rowdy Exchange Training Snippets](#)
[Copying a Requisition to a New Cart](#)
[Creating Receipts](#)
[Shopping for Non-Catalog Items](#)
[Adding an Attachment to a Requisition](#)
[Approving Requisitions](#)
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Employee Leave Summary

Leave Type	Duration
Vacation Leave	37.00 Hours
Sick Leave	25.50 Hours

eForms

[View Existing Requests](#)
[Create New Request](#)
[My Pending Approvals](#)
[Budget Overview](#)
[Reports](#)

My Requests		
Request ID	eForms Action	
1 00000786	Create Person of Interest	
2 00000786	Create Person of Interest	
3 00000786	Create Person of Interest	
4 00000786	Create Person of Interest	
5 00000794	Retirement	

My Pending Approvals		
Request ID	eForms Action	
1 00001050	Appointment	
2 00000794	Retirement	
3 00000793	Termination	
4 00000798	Leave Of Absence	
5 00000799	Return From Leave	

Admin		
Request ID	eForms Action	
1 Request ID		

UTSA Announcements

Human Resources

- [REMINDER: Notice to all benefits eligible employees regarding Vacation Le...](#)
- [IMPORTANT - Pay Advice ESS Instructions](#)
- [More...](#)

Finance

- [Disbursements & Travel Services \(DTS\) Training Materials](#)
- [More...](#)

System Announcements

- [Leave Accrual Availability](#)
- [Paycheck View Availability](#)
- [TimeSheet Readiness](#)



Initiate New eForm Request

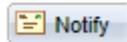
Initiate New eForms Request

Action

Actions	<input type="text"/>	Status	<input type="text"/>
Justification	Appointment		
	Contract Additions and Changes		
▼ Contact Info			
Entered By	Create Person of Interest		
Name	End Appointment		
Phone	Leave Of Absence		
Email ID	New Position Request		
Dept ID			
Secondary Co	Retirement		
Name	Return From Leave		
Phone	Termination		

Request ID
Request Date
[Processing Messages](#)
[Request History](#)

On the **Initiate New eForm Request** page, click on **Appointment** from the dropdown box



New Appt: New Hires, Add'l Appts, Rehires, Ext Transfers

Action

Actions Appointment Status

*Justification Hire a new GRA

In the **Justification** box, explain the purpose of the request

Employee Information

Empl ID

Search

[Show Current Additional Pay](#)

	Empl RCD	Job Indicator	Company	HR Status	Payroll Status	Eff Date	Action	Reason	Dept ID	Dept Name
1	0									

Employment Information

*Hire Type *Hire Reason

*Start Date Expected End Date End Job Automatically

*Position Posted Flag

Posting ID

Current and Future Incumbents

Empl ID	Empl Rcd	Name	Position Entry Date
	0		

Either type in the **Empl ID** for an existing employee or click the **Search** button to search for an employee

Res, Ext Transfers

- Request ID
- Request Date
- [Processing Messages](#)
- [Request History](#)

Employee Information

Empl ID

[Show Current Additional Pay](#)

	Empl RCD	Job Indicator	Company	HR Status	Payroll Status	Eff Date	Action	Reason	Dept ID	Dept Name
1	0									

Search Match

First Name

Last Name

Empl ID 

Find  First 									
Name and ID		Phone	Address						
	Source ID	Company	Empl ID	Universal ID	Type of Name		Date	National ID	
1									

Type in the employee's First Name, Last Name, and/or Empl ID, and click **Search**

Search Match

First Name
Last Name
Empl ID

The results can be filtered by any of the column headers. Click **Select** to pull in the employee's information into the form

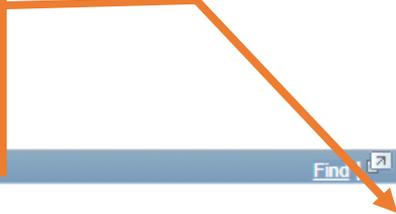
	Source ID	Company		Empl ID	Universal ID	Type of Name	First Name	Middle Name	Last Name	BirthDate	National ID
1	HR/FIN		<input type="button" value="Select"/>	6001271785		PRI	Jonathon		Martinez		*****XXXX
2	HR/FIN	EL Paso CS	<input type="button" value="Select"/>	6001009713		PRI	Jonathan	Antonio	Martel	07/12	*****1582
3	HR/FIN	Arlington CS	<input type="button" value="Select"/>	1000673906		PRI	Jonathon	Andrew	Maxey	07/25	*****3008
4	HR/FIN	Arlington CS	<input type="button" value="Select"/>	1000883906		PRI	Jonathan	E	Martinez	06/15	*****5330
5	HR/FIN	Permian Basin CS	<input type="button" value="Select"/>	6001042044		PRI	Jonathan	Mark	Marrs	04/12	*****9687
6	HR/FIN	San Antonio CS	<input type="button" value="Select"/>	6001032461		PRI	Jonathan	Lehman	Mason	11/29	*****6795
7	HR/FIN	EL Paso CS	<input type="button" value="Select"/>	6001010316		PR				24	*****5760
8	HR/FIN	San Antonio CS	<input type="button" value="Select"/>	6001021142		PR				31	*****7742
9	HR/FIN	Arlington CS	<input type="button" value="Select"/>	1000410826		PR				31	*****7327
10	HR/FIN	Tyler CS	<input type="button" value="Select"/>	5000420951		PR				16	*****5543
11	HR/FIN	EL Paso CS	<input type="button" value="Select"/>	6001037466		PR				22	*****1432
12	HR/FIN	Brownsville CS	<input type="button" value="Select"/>	6001036043		PR				12	*****3000
13	HR/FIN	San Antonio CS	<input type="button" value="Select"/>	6001125730		PR				04	*****8864
14	HR/FIN	Arlington CS	<input type="button" value="Select"/>	1000957492		PRI	Jonathan	Emmanuel	Madewell	12/10	*****4868
15	HR/FIN	San Antonio CS	<input type="button" value="Select"/>	6001141435		PRI	Jonathan		Macias	03/01	*****1151

If the employee doesn't exist, click **Cancel** to return to the form

Search Match

First Name
Last Name
Empl ID

National ID will display last 4 of SSN



	Source ID	Company		Empl ID	Universal ID	Type of Name	First Name	Middle Name	Last Name	BirthDate	National ID
1	HR/FIN		<input type="button" value="Select"/>	6001271785		PRI	Jonathon		Martinez		****XXXX
2	HR/FIN	EL Paso CS	<input type="button" value="Select"/>	6001009713		PRI	Jonathan	Antonio	Martel	07/12	****1582
3	HR/FIN	Arlington CS	<input type="button" value="Select"/>	1000673906		PRI	Jonathon	Andrew	Maxey	07/25	****3008
4	HR/FIN	Arlington CS	<input type="button" value="Select"/>	1000883906		PRI	Jonathan	E	Martinez	06/15	****5330
5	HR/FIN	Permian Basin CS	<input type="button" value="Select"/>	6001042044		PRI	Jonathan	Mark	Marrs	04/12	****9687
6	HR/FIN	San Antonio CS	<input type="button" value="Select"/>	6001032461		PRI	Jonathan	Lehman	Mason	11/29	****6795
7	HR/FIN	EL Paso CS					Jonathan		Macias	11/24	****5760
8	HR/FIN	San Antonio CS					Jonathan	Edward	Martinez	08/31	****7742
9	HR/FIN	Arlington CS					Jonathan	N	Mabb	01/31	****7327
10	HR/FIN	Tyler CS					Jonathan	E	Mata	01/16	****5543
11	HR/FIN	EL Paso CS					Jonathan		Martinez-Saenz	01/22	****1432
12	HR/FIN	Brownsville CS					Jonathan		Martinez	04/12	****3000
13	HR/FIN	San Antonio CS					Jonathan	Anthony	Martinez	03/04	****8864
14	HR/FIN	Arlington CS	<input type="button" value="Select"/>	1000957492		PRI	Jonathan	Emmanuel	Madewell	12/10	****4868
15	HR/FIN	San Antonio CS	<input type="button" value="Select"/>	6001141435		PRI	Jonathan		Macias	03/01	****1151

Review the SSN and DOB to complete your search



Search Match

First Name

Last Name

Empl ID

Name and ID											
Source ID	Company		Empl ID	Universal ID	Type of Name	First Name	Middle Name	Last Name	BirthDate	National ID	
1	HR/FIN	<input type="button" value="Select"/>	6001271785		PRI	Jonathon		Martinez		****XXXX	
2	HR/FIN	EL Paso CS	<input type="button" value="Select"/>	6001009713		PRI	Jonathan	Antonio	Martel	07/12	****1582
3	HR/FIN	Arlington CS	<input type="button" value="Select"/>	1000673906		PRI	Jonathon	Andrew	Maxey	07/25	****3008
4	HR/FIN	Arlington CS	<input type="button" value="Select"/>	1000883906		PRI	Jonathan	E	Martinez	06/15	****5330
5	HR/FIN	Permian Basin CS	<input type="button" value="Select"/>	6001042044		PRI	Jonathan	Mark	Marrs	04/12	****9687
6	HR/FIN	San Antonio CS	<input type="button" value="Select"/>	6001032461		PRI	Jonathan	Lehman	Mason	11/29	****6795
7	HR/FIN	EL Paso CS	<input type="button" value="Select"/>	6001010316		PR				24	****5760
8	HR/FIN	San Antonio CS	<input type="button" value="Select"/>	6001021142		PR				31	****7742
9	HR/FIN	Arlington CS	<input type="button" value="Select"/>	1000410826		PR				31	****7327
10	HR/FIN	Tyler CS	<input type="button" value="Select"/>	5000420951		PR				16	****5543
11	HR/FIN	EL Paso CS	<input type="button" value="Select"/>	6001037466		PR				22	****1432
12	HR/FIN	Brownsville CS	<input type="button" value="Select"/>	6001036043		PR				12	****3000
13	HR/FIN	San Antonio CS	<input type="button" value="Select"/>	6001125730		PR				04	****8864
14	HR/FIN	Arlington CS	<input type="button" value="Select"/>	1000957492		PRI	Jonathan	Emmanuel	Madewell	12/10	****4868
15	HR/FIN	San Antonio CS	<input type="button" value="Select"/>	6001141435		PRI	Jonathan		Macias	03/01	****1151

If the employee doesn't exist, click **Cancel** to return to the form

Employment Information

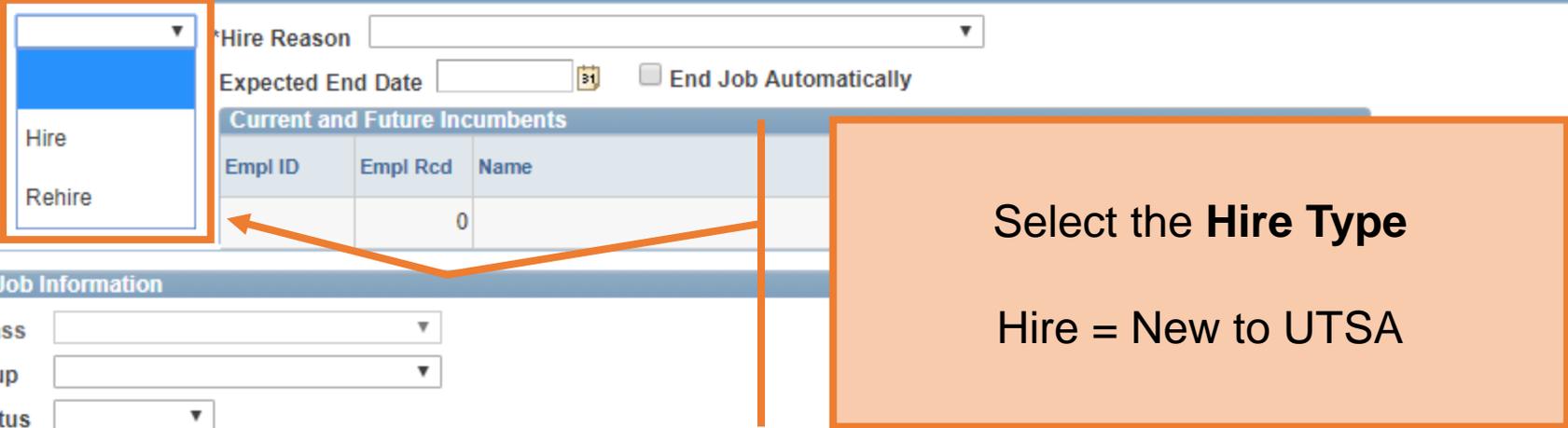
*Hire Type
*Hire Reason
*Start Date Expected End Date End Job Automatically
*Position
Posting ID

Current and Future Incumbents

Empl ID	Empl Rcd	Name
	0	

Proposed Job Information

*Empl Class
*Pay Group
FICA Status
Comp Frqncy
FTE
*Rate @ 100%
Rate @ FTE
Monthly Rate @ FTE
*Hourly Rate



Employment Information

*Hire Type *Hire Reason

*Start Date

*Position

Posted Flag

Posting ID

Expected End

Current and	Position Entry Date
Empl ID	Empl Name
	0

Proposed Job Information

*Empl Class

*Pay Group

FICA Status

Comp Frqncy

FTE

*Rate @ 100%

Rate @ FTE

Monthly Rate @ FTE

*Hourly Rate

If Hire is selected, then the hire reason will be **Hire**.

Type: Hire = Reason: Hire

Rehires

- Returning to work at UTSA
 - Rehire- Same Institution
 - Rehire- Return to Work Retiree
 - Only used for employees who have retired from UTSA

Employment Information

*Hire Type *Hire Reason

*Start Date Expected End Date End Job Automatically

*Position

Posting ID

Current and Future Incumbents

Empl ID	Empl Rcd	Name
	0	

Proposed Job Information

*Empl Class

*Pay Group

FICA Status

Comp Frqncy

FTE

*Rate @ 100%

Rate @ FTE

Monthly Rate @ FTE

*Hourly Rate

Select the **Hire Type**

Rehire = Existing/Former UTSA employee

Employment Information

*Hire Type: ▼

*Hire Reason: ▼

*Start Date:

*Position:

Posted Flag

Posting ID:

Expected End Date:

Current and Previous Employment

Empl ID	Empl Rcd	Name	Position Entry Date
	0		

If Rehire is selected, then the hire reason will be one of the following:

Rehire: Same Institution
Rehire: Return-to-Work Retiree

If Rehire is selected, the personal information section will load with the data already in PS. Use the **Proposed Personal Information** section to update, as necessary.

Middle	L
Last Name	Barrera
Address 1	1550 West
Address 2	
City	Plano
State	TX
Zip	75075-8683
County	Collin
Country	USA
Birth Date	06/23/1984
SSN	***-**-9795
Gender	Male
Home Email	
Home Phone	
Business Phone	

Proposed Personal Information	
*First Name	Enrique
Mid Name	L
*Last Name	Barrera
*Address 1	1550 West Plano Parkway Clean Address
Address 2	
*City	Plano
State	TX
*Zip	75075-8683
*County	Collin
*Country	USA
*Birth Date	06/23/1984
*SSN	***-**-9795
*Gender	Male
*Home Email	noneyobiz@yahoo.com
*Home Phone	210/218-8666
Business Phone	

Employment Information

*Hire Type *Hire Reason

*Start Date Expected End Date End Job Automatically

*Position
 Posted Flag

Posting ID

Current and Future Incumbents

Empl ID	Empl Rcd	Name	Position Entry Date
	0		

Proposed Job Information

*Empl Class

*Pay Group

FICA Status

Comp Frqncy

FTE

*Rate @ 100%

Rate @ FTE

Monthly Rate @ FTE

*Hourly Rate

Enter the **Start Date** and **End Date**.

If and End Date is entered, click the **End Job Automatically** button

Employment Information

*Hire Type *Hire Reason

*Start Date Expected End Date End Job Automatically

*Position

Posted Flag

Posting ID

Current and Future Incumbents

Empl ID	Empl Rcd	Name	Position Entry Date
	0		

Proposed Job Information

*Empl Class

*Pay Group

FICA Status

Comp Frqncy

FTE

*Rate @ 100%

Rate @ FTE

Monthly Rate @ FTE

*Hourly Rate

Enter the **Position** number.
Click the **Magnifying Glass** to
search for positions

Look Up Position

? Help

Position Number:

Description:

Business Unit:

Department:

Job Code:

Position Status:

Reports To Position Number:

Empl ID:

Empl Record:

Name (LN, FN):

Pay Group:

Incumbent Status:

[Basic Lookup](#)

The search results will default to your current **Department**

Search Results

Only the first 300 results can be displayed.

[View 100](#)

First 1-300 of 300 Last

Position Number	Description	Business Unit	Department	Job Code	Position Status	Key Position	Max Head Count	Reports To Position Number	Employee Classification	Empl ID	Empl Record	Name (LN, FN)	Pay Group	Incumbent Status
10029469	ADMIN/TCHN ASSIGNMENT	UTS02	AEN004	19012	Approved	No	1	10027436	CL	(blank)	(blank)	(blank)	(blank)	(blank)
10028174	ADMINISTRATIVE ASSOCIATE II	UTS02	AEN004	19026	Approved	No	1	10026955	CL	6001130104	0	Garcia, Mercedes	MNF	Current
10028174	ADMINISTRATIVE ASSOCIATE II	UTS02	AEN004	19026	Approved	No	1	10026955	CL	6001019651	0	Puckett, Gabrielle K	MNF	Past
10029468	ADMINISTRATIVE MANAGER	UTS02	AEN004	19018	Approved	No	1	10026955	CL	6001020520	0	Campos, Jose B	RET	Current
10031231	ASSISTANT DEPARTMENT CHAIR	UTS02	AEN004	10031	Approved	No	1	10026955	A and P	6001025578	2	Manteufel, Randall D	F9M	Current
10033910	ASSISTANT PROFESSOR	UTS02	AEN004	10030	Approved	No	1	10026955	FA1	6001041342	1	Maldonado, Victor Hugo	F9M	Current
10030612	ASSISTANT PROFESSOR	UTS02	AEN004	10030	Approved	No	1	10026955	FA1	6001015465	0	Alaeddini, Adel	F9M	Current
10031840	ASSISTANT PROFESSOR	UTS02	AEN004	10030	Approved	No	1	10026955	FA1	6001037559	0	Dong, Bing	F9M	Current
10027275	ASSISTANT PROFESSOR	UTS02	AEN004	10030	Approved	No	1	10026955	FA1	6001271780	0	Brown, Brodie	F9M	Current
10027998	ASSOCIATE PROFESSOR	UTS02	AEN004	10020	Approved	No	1	10026955	FA1	6001021882	0	Bhaganagar, Kiran	F9M	Current
10027625	ASSOCIATE PROFESSOR	UTS02	AEN004	10020	Approved	No	1	10026955	FA1	6001025578	0	Manteufel, Randall D	F9M	Current
10027926	ASSOCIATE PROFESSOR	UTS02	AEN004	10020	Approved	No	1	10026955	FA1	6001020084	0	Wan, Hung-Da	F9M	Current

Look Up Position

Position Number:

Description:

Business Unit:

Department:

Job Code:

Position Status:

Reports To Position Number:

Empl ID:

Empl Record:

Name (LN, FN):

Pay Group:

Incumbent Status:

On the **Look Up Position** screen, a position can be filtered by any of the search criteria

[Basic Lookup](#)

Search Results

Only the first 300 results can be displayed.

View 100 First 1-300 of 300 Last

Position Number	Description	Business Unit	Department	Job Code	Position Status	Key Position	Max Head Count	Reports To Position Number	Employee Classification	Empl ID	Empl Record	Name (LN, FN)	Pay Group	Incumbent Status
10029469	ADMIN/TC HN ASSIGNMENT	UTS02	AEN004	19012	Approved	No	1	10027436	CL	(blank)	(blank)	(blank)	(blank)	(blank)
10028174	ADMINISTRATIVE ASSOCIATE II	UTS02	AEN004	19026	Approved	No	1	10026955	CL	6001130104	0	Garcia, Mercedes	MNF	Current
10028174	ADMINISTRATIVE ASSOCIATE II	UTS02	AEN004	19026	Approved	No	1	10026955	CL	6001019651	0	Puckett, Gabrielle K	MNF	Past
10029468	ADMINISTRATIVE MANAGER	UTS02	AEN004	19018	Approved	No	1	10026955	CL	6001020520	0	Campos, Jose B	RET	Current
10031231	ASSISTANT DEPARTMENT CHAIR	UTS02	AEN004	10031	Approved	No	1	10026955	A and P	6001025578	2	Manteufel, Randall D	F9M	Current
10033910	ASSISTANT PROFESSOR	UTS02	AEN004	10030	Approved	No	1	10026955	FA1	6001041342	1	Maldonado, Victor Hugo	F9M	Current
10030612	ASSISTANT PROFESSOR	UTS02	AEN004	10030	Approved	No	1	10026955	FA1	6001015465	0	Alaeddini, Adel	F9M	Current
10031840	ASSISTANT PROFESSOR	UTS02	AEN004	10030	Approved	No	1	10026955	FA1	6001037559	0	Dong, Bing	F9M	Current
10027275	ASSISTANT PROFESSOR	UTS02	AEN004	10030	Approved	No	1	10026955	FA1	6001271780	0	Brown, Brodie	F9M	Current
10027998	ASSOCIATE PROFESSOR	UTS02	AEN004	10020	Approved	No	1	10026955	FA1	6001021882	0	Bhaganagar, Kiran	F9M	Current
10027625	ASSOCIATE PROFESSOR	UTS02	AEN004	10020	Approved	No	1	10026955	FA1	6001025578	0	Manteufel, Randall D	F9M	Current
10027926	ASSOCIATE PROFESSOR	UTS02	AEN004	10020	Approved	No	1	10026955	FA1	6001020084	0	Wan, Hung-Da	F9M	Current

Position Number:

Description:

Business Unit:

Department:

Job Code:

Position Status:

Reports To Position Number:

Empl ID:

Empl Record:

Name (LN, FN):

Pay Group:

Incumbent Status:

[Basic Lookup](#)

The search results can be sorted by clicking on any of the column headers

Search Results

View 100

Position Number	Description	Business Unit	Department	Job Code	Position Status	Key Position	Max Head Count	Reports To Position Number	Employee Classification	Empl ID	Empl Record	Name (LN, FN)
10029430	GRADUATE RESEARCH ASSISTANT	UTS02	AEN004	10090	Approved	No	1	10026955	Grad Stu	(blank)	(blank)	(blank)
10032507	GRADUATE RESEARCH ASSISTANT	UTS02	AEN004	10090	Approved	No	1	10033910	Grad Stu	(blank)	(blank)	(blank)
10028729	GRADUATE RESEARCH ASSISTANT	UTS02	AEN004	10090	Approved	No	1	10027436	Grad Stu	(blank)	(blank)	(blank)
10092652	GRADUATE RESEARCH ASSISTANT	UTS02	AEN004	10090	Approved	No	1	10030612	Grad Stu	(blank)	(blank)	(blank)
10092956	GRADUATE RESEARCH ASSISTANT	UTS02	AEN004	10090	Approved	No	1	10029468	Grad Stu	(blank)	(blank)	(blank)
10033168	GRADUATE RESEARCH ASSISTANT	UTS02	AEN004	10090	Approved	No	1	10030465	Grad Stu	(blank)	(blank)	(blank)
10025084	GRADUATE RESEARCH ASSISTANT	UTS02	AEN004	10090	Approved	No	1	10026955	Grad Stu	(blank)	(blank)	(blank)

Position Number:

Description:

Business Unit:

Department:

Job Code:

Position Status:

Reports To Position Number:

Empl ID:

Empl Record:

Name (LN, FN):

Pay Group:

Incumbent Status:

If the **Empl ID** and **Name** show as **'Blank'**, this indicates the position is currently vacant

Click on the position to bring it over to the form

Search Results

View 100

Position Number	Description	Business Unit	Department	Job Code	Position Status	Key Position	Max Head Count	Reports To Position Number	Employee Classification	Empl ID	Empl Record	Name (LN, FN)
10029430	GRADUATE RESEARCH ASSISTANT	UTS02	AEN004	10090	Approved	No	1	10026955	Grad Stu	(blank)	(blank)	(blank)
10032507	GRADUATE RESEARCH ASSISTANT	UTS02	AEN004	10090	Approved	No	1	10033910	Grad Stu	(blank)	(blank)	(blank)
10028729	GRADUATE RESEARCH ASSISTANT	UTS02	AEN004	10090	Approved	No	1	10027436	Grad Stu	(blank)	(blank)	(blank)
10092652	GRADUATE RESEARCH ASSISTANT	UTS02	AEN004	10090	Approved	No	1	10030612	Grad Stu	(blank)	(blank)	(blank)
10092956	GRADUATE RESEARCH ASSISTANT	UTS02	AEN004	10090	Approved	No	1	10029468	Grad Stu	(blank)	(blank)	(blank)
10033168	GRADUATE RESEARCH ASSISTANT	UTS02	AEN004	10090	Approved	No	1	10030465	Grad Stu	(blank)	(blank)	(blank)
10025084	GRADUATE RESEARCH ASSISTANT	UTS02	AEN004	10090	Approved	No	1	10026955	Grad Stu	(blank)	(blank)	(blank)

Employment Information

*Hire Type *Hire Reason

*Start Date Expected End Date End Job Automatically

*Position

Posted Flag

Posting ID

Current and Future Incumbents

Empl ID	Empl Rcd	Name	Position Entry Date
	0		

Proposed Job Information

*Empl Class

Comp Frqncy

FTE

*Proposed Annual Rate @100%

Proposed Annual Rate @FTE

Proposed Monthly @FTE

If the Position was filled **now or in the future**, the Incumbents information will appear

Employment Information

*Hire Type *Hire Reason

*Start Date Expected End Date End Job Automatically

*Position

Posted Flag

Posting ID

Current and Future Incumbents

Empl ID	Empl Rcd	Name	Position Entry Date

Proposed Job Information

*Empl Class

Comp Frqncy

FTE

*Proposed Annual Rate @100%

Proposed Annual Rate @FTE

Proposed Monthly @FTE

If the job was posted in STARS, click on the **Posted Flag** and enter the **Requisition ID** in the **Posting ID** field

This will determine the form's routing

Employment Information

*Hire Type *Hire Reason

*Start Date Expected End Date End Job Automatically

*Position Posted Flag

Posting ID

Current and Future Incumbents			
Empl ID	Empl Rcd	Name	Position Entry Date
	0		

Proposed Job Information

*Empl Class

Comp Frqncy

FTE

Proposed Annual Rate @100%

Proposed Annual Rate @FTE

Proposed Monthly @FTE

The **Empl Class**, **Comp Frequency**, and **FTE** will populate based on current position data.

Employment Information

*Hire Type *Hire Reason

*Start Date Expected End Date End Job Automatically

*Position Posted Flag

Posting ID

Current and Future Incumbents			
Empl ID	Empl Rcd	Name	Position Entry Date
	0		

Proposed Job Information

*Empl Class

Comp Frqncy

FTE

*Proposed Annual Rate @100%	<input type="text"/>
Proposed Annual Rate @FTE	<input type="text"/>
Proposed Monthly @FTE	<input type="text"/>

Enter the Proposed Salary.

One field will calculate the other two.

Employment Information

*Hire Type *Hire Reason

*Start Date Expected End Date End Job Automatically

*Position Posted Flag

Posting ID

Current and Future Incumbents

Empl ID	Empl Rcd	Name	Position Entry Date
	0		

Proposed Job Information

*Empl Class

Comp Frqncy

FTE

*Proposed Annual Rate @100%	<input type="text" value="19200.000"/>
Proposed Annual Rate @FTE	<input type="text" value="9600.000"/>
Proposed Monthly @FTE	<input type="text" value="800.000"/>

Monthly salary of \$800 calculated the Annual Rate of \$19,200.

Beware of changes to hours/fte

Hours were changed from 20 to 10. The monthly rate of \$800 was changed to \$400 automatically.

*Proposed Annual Rate @100%	19200.000
Proposed Annual Rate @FTE	9600.000
Proposed Monthly @FTE	800.000

Proposed Job Information	
*Empl Class	Graduate Research Assistant
Comp Frqncy	Monthly
FTE	0.250000
*Proposed Annual Rate @100%	19200.000
Proposed Annual Rate @FTE	4800.000
Proposed Monthly @FTE	400.000

Reg/Temp	Regular
Full/Part Time	Part-Time
FLSA Status	Exempt
Empl Class	Graduate Research A
FTE	0.500000
Std Hrs/Wk	20.00

Reg/Temp	Regular
Full/Part Time	Part-Time
FLSA Status	Exempt
Empl Class	Graduate Research As:
*FTE	0.250000
Std Hrs/Wk	10.00

Proposed Job Information

*Empl Class	Graduate Research Assistant
Comp Frqncy	Monthly
FTE	0.225000
*Proposed Annual Rate @100%	19200.000
Proposed Annual Rate @FTE	9600.000
Proposed Monthly @FTE	800.000

Proposed Personal Information

*First Name	Jonathon
Mid Name	
*Last Name	Martinez
*Address 1	1313 Mockingbird Lane
Address 2	
*City	San Antonio
State	TX
*Zip	78230
*County	Bexar
*Country	USA <input type="text"/> United States
*Birth Date	06/23/1984 <input type="text"/>
*SSN	***-**-6789
*Gender	Male
*Home Email	Jonathon.Martinez@gmail.com
*Home Phone	2106187220
Business Phone	

[Clean Address](#)

Enter the employee's biographical data. All **Required** fields are marked with an asterisk.

Proposed Job Information

*Empl Class

Comp Frqncy

FTE

*Proposed Annual Rate @100%	<input type="text" value="19200.000"/>
Proposed Annual Rate @FTE	<input type="text" value="9600.000"/>
Proposed Monthly @FTE	<input type="text" value="800.000"/>

Proposed Personal Information

*First Name

Mid Name

*Last Name

*Address 1

Address 2

*City

State

*Zip

*County

*Country

*Birth Date

*SSN

*Gender

*Home Email

*Home Phone

Business Phone

[Clean Address](#)

Click the **Clean Address** link to verify the address against USPS.

Clean Address

Effective Date: 

Country

Address 1

Address 2

Address 3

City

State

Postal

County

[Validate Address](#)

[Clear](#)

Use the **Validate Address** link to verify the address against USPS.

Proposed Job Information

*Empl Class

Comp Frqncy

FTE

*Proposed Annual Rate @100%	<input type="text" value="19200.000"/>
Proposed Annual Rate @FTE	<input type="text" value="9600.000"/>
Proposed Monthly @FTE	<input type="text" value="800.000"/>

Proposed Personal Information

*First Name

Mid Name

*Last Name

*Address 1 [Clean Address](#)

Address 2

*City

State

*Zip

*County

*Country

*Birth Date

*SSN

*Gender

*Home Email

*Home Phone

Business Phone

Once the social security number is entered, the field will only display the last four numbers for security purposes

Current Position Information

Position	10033168	Profile ID
Effective Date	06/01/2015	
Status	Active	
Company	University of Texas, San Anton	
Business Unit	UTS02	VP of Academic Affairs
Department	AEN004	COE MECHANICAL ENGINEERING
Job Code	10090	GRADUATE RESEARCH ASSISTANT
Job Title	GRADUATE RESEARCH ASSISTANT	
Reg/Temp	Regular	
Full/Part Time	Part-Time	
FLSA Status	Exempt	
Empl Class	Graduate Research A	
FTE	0.500000	
Std Hrs/Wk	20.00	
Max Head Cnt	1	
Reports To Pos	10030465	
Reports To Name		
Reports To Email		
Location Code	BSE	
Mail Drop ID	01360	

Proposed Position Information

Position	10033168	
Effective Date	06/01/2015	
Status	Active	
Company	University of Texas, San Anton	
Business Unit	UTS02	VP of Academic Affairs
Department	AEN004	COE MECHANICAL ENGINEERING
Job Code		
Job Title		
Reg/Temp		
Full/Part Time		
FLSA Status	Exempt	
Empl Class	Graduate Research As:	
*FTE	0.500000	
Std Hrs/Wk	20.00	
Max Head Cnt	1	
Reports To Pos	10025017	
Reports To Name	Ender Finol	
Reports To Email	ender.finol@utsa.edu	
Location Code	BSE	
Mail Drop ID	01360	

The eForm will display all of the **Current** position attributes



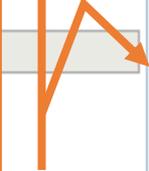
Current Position Information

Position	10033168	Profile ID
Effective Date	06/01/2015	
Status	Active	
Company	University of Texas, San Anton	
Business Unit		
Department		
Job Code		
Job Title		
Reg/Temp		
Full/Part Time		
FLSA Status	Exempt	
Empl Class	Graduate Research A	
FTE	0.500000	
Std Hrs/Wk	20.00	
Max Head Cnt	1	
Reports To Pos	10030465	
Reports To Name		
Reports To Email		
Location Code	BSE	
Mail Drop ID	01360	

Proposed Position Information

Position	10033168
Effective Date	06/01/2015
Status	Active
Company	University of Texas, San Anton
Business Unit	UTS02 VP of Academic Affairs
Department	AEN004 COE MECHANICAL ENGINEERING
Job Code	10090 GRADUATE RESEARCH ASSISTANT
Job Title	GRADUATE RESEARCH ASSISTANT
Reg/Temp	Regular
Full/Part Time	Part-Time
FLSA Status	Exempt
Empl Class	Graduate Research As:
*FTE	0.500000
Std Hrs/Wk	20.00
Max Head Cnt	1
Reports To Pos	10025017
Reports To Name	Ender Finol
Reports To Email	ender.finol@utsa.edu
Location Code	BSE
Mail Drop ID	01360

Some position attributes can be modified, including **Reg/Temp, FTE/Standard Hours, Reports To, Location Code, and Mail Drop ID**



Position Information

- Regular
 - Employee will work more than 135 days
- Temporary
 - Employee will work less than 134 days
- Full Time
 - Employee works 40 hours per week
- Part-Time
 - Employee works 39 hours or less per week

The **Current Funding** section displays the current effective funding on the position selected.



Current Funding Find First 1 of 1 Last

Start Date 09/01/2017

Distribution Chartfields Project Info

Cost Center	Cost Center Descr	Project/Grant	Project Descr	Funding End Date	Distrb %	Est. Expense
E00465	ENGRCOE GREENSTAR END PROF				100.000	

Proposed Funding Find First 1 of 1 Last

*Start Date 04/01/2018

Distribution Chartfields Project Info

Cost Center	Cost Center Descr	Project/Grant	Project Descr	Funding End Date	Distrb %	Est. Expense
E00465	ENGRCOE GREENSTAR END PROF				100.000	

Under the **Proposed Funding** section, the **Start Date** will default to the Hire start date

Current Funding

Start Date 09/01/2017

Distribution Chartfields Project Info

Cost Center	Cost Center Descr	Project/Grant	Est. Expense
E00465	ENGRCOE GREENSTAR END PROF		100.000

Proposed Funding

*Start Date 04/01/2018

Distribution Chartfields Project Info

Cost Center	Cost Center Descr	Project/Grant	Project Descr	Funding End Date	Distrb %	Est. Expense
E00465	ENGRCOE GREENSTAR END PROF				100.000	

Enter the **Cost Center** and/or **Project/Grant** and Distribution.

All funding periods must equal to 100% distribution

If using a Project/Grant, the Funding End Date will default to the Project End Date

Current Funding

Start Date 09/01/2017

Distribution Chartfields Project Info

Cost Center	Cost Center Descr	Project/Grant	Project Descr
E00465	ENGRCOE GREENSTAR END PROF		

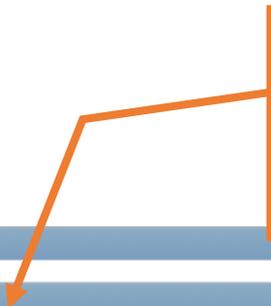
Proposed Funding

*Start Date 04/01/2018

Distribution Chartfields Project Info

Cost Center	Cost Center Descr	Project/Grant	Project Descr	Funding End Date	Distrb %	Est. Expense
E00465	ENGRCOE GREENSTAR END PROF				100.000	

Answer the appropriate form questions



▶ Attachments

▶ Comments

▼ Form Procedures

CBC Submitted?	<input type="text" value=""/>
Date of CBC Submission	<input type="text" value=""/> 
Category of CBC Submitted	<input type="text" value=""/>
Is the Employee a TRS Return to Work Retiree?	<input type="text" value=""/>

▶ Contact Information

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

▶ Attachments

▶ Comments

▼ Form Procedures

CBC Submitted?

Date of CBC Submission

Category of CBC Submitted

Is the Employee a TRS Return to Work Retiree?

▶ Contact Information

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

Click the **Save** button

This has to be done prior to adding attachments or comments

The screenshot displays a web application interface with two main sections: 'Attachments' and 'Comments'.

Attachments Section: A table with columns 'Type' and 'Note'. The first row contains the number '1'. Below the table is a button labeled 'Add/Delete', which is highlighted with an orange border. An orange arrow points from a larger orange box containing the text 'Click **Add/Delete** to add **Attachments**' to this button.

Comments Section: A text input area for comments. To the right of the input area is a button labeled 'Add/Edit'. Below the input area are labels for 'Comment By' and 'DateTime'.

Navigation: At the top right of the interface, there is a search bar with the text 'Find' and '1 of 1', and buttons for 'First' and 'Last'.

The screenshot shows a web form with two main sections: "Form Procedures" and "Contact Information". The "Form Procedures" section contains four fields: "CBC Submitted?", "Date of CBC Submission", "Category of CBC Submitted", and "Is the Employee a TRS Return to Work Retiree?". The "Contact Information" section is partially visible at the bottom. Below the form is a row of buttons: "Save", "Submit", "Approve", "Deny", "CallBack", "Sendback", "Cancel", "Copy...", and "Check Funds". An orange callout box with a black border contains the text "Click the **Submit** form to forward the request for approval". An orange arrow points from the callout box to the "Submit" button.

Form Procedures

CBC Submitted?

Date of CBC Submission

Category of CBC Submitted

Is the Employee a TRS Return to Work Retiree?

Contact Information

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

Click the **Submit** form to forward the request for approval

Department Approvals

Contact Information

Department Approvals

REQUEST_ID=00001134:Pending

Faculty/Student Appointment

Pending

[Multiple Approvers](#)

Department Head/Manager

Funding Approvals

REQUEST_ID=00001134:Awaiting Further Approvals

Funding Approvals

Not Routed

[Multiple Approvers](#)

FMS Cost Center Approver

Business Office Approvals

REQUEST_ID=00001134:Awaiting Further Approvals

Faculty/Student Appointments

Not Routed

[Multiple Approvers](#)

Budget Office

Not Routed

[Multiple Approvers](#)

HR Day One

Once the form has been submitted, the workflow approval steps will be show.

Click on the **Multiple Approvers** link to display who can/will approve the form on the respective steps

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



Questions?

Contact:

Human resources
(210) 458-4648

dayone@utsa.edu
compensation@utsa.edu