UTSA.
The University of Texas at San Antonio
Office of Human Resources

Position Attribute Change
(Faculty Promotions)

The **Position Attribute Change** eForm may be used to request changes to the attributes of a position, including vacant and filled positions. This may include changing the Title, Full-time/Part-time Status, Reports To, Department, etc.

Please note, any changes made to a position will impact the incumbent, and be transferred to any respective job records.

Modify a Position

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 **Position Attribute Change** option from the "Action" drop down menu.
3. The **Position 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 position number, or click the magnifying glass to search for the position number. Using the magnifying glass will bring up all positions in your Department ID. The effective date will default to the current date; however, it may be updated as necessary.
    Note: If the position is filled, the incumbent will show in the **Current and Future Incumbents** section.
5. From the **Reason** drop-down box, select **Reclassification**.

Position Attribute Change

Action

Actions	Position Attribute Change		Status

*Justification | Faculty promotion

*Position	10027935 🔍	**Current and Future Incumbents**			
		Empl ID	**Empl Rcd**	**Name**	**Position Entry Date**
*Eff Date	09/01/2018 📅	6001042402	0		09/01/2017

*Reason | Job Reclassification

6. The **Current Position Information** will display. Use the **Proposed Position Information** to make any changes such as **Job Code**, **Reg/Temp, FT/PT**, **FTE**, **Std Hrs/Wk**, and the **Reports To**. (Use the lookup icon to look up the "Reports To" by Name, Empl ID or Position Number.)   Common Faculty job codes are 10010 Professor, 10020 Associate Professor, 10030 Assistant Professor, 10050 Lecturer I, 10051 Lecturer II, 10054 Senior Lecturer, and 10056 Specialist.

Current Position Information		Proposed Position Information	
Position	10027935 Profile ID	Position	10027935
Effective Date	01/16/2018	Effective Date	01/16/2018
Status	Active	Status	Active
Company	University of Texas, San Anton	Company	University of Texas, San Anton
Business Unit	UTS02 VP of Academic Affairs	Business Unit	UTS02 VP of Academic Affairs
Department	AEH007 COEHD EDUC LEADERSHIP	Department	AEH007 COEHD EDUC LEADERSHIP
Job Code	10050 LECTURER I	Job Code	10051 🔍 LECTURER II
Job Title	LECTURER I	Job Title	LECTURER II
Reg/Temp	Regular	Reg/Temp	Regular
Full/Part Time	Part-Time	Full/Part Time	Full Time
Empl Class	Non-Tenure Track Facu	Empl Class	Non-Tenure Track Facul
Sal Plan	UTSA Faculty	Sal Plan	UTSA Faculty
Acdmc Rnk		Budgeted Amt	
FTE	0.250000	*FTE	1.000000
Stnd Hrs/Wk	10.00	Stnd Hrs/Wk	40.00
Max Head Cnt	1	Max Head Cnt	1
Reports To Pos	10028273	Reports To Pos	10028273 🔍
Reports To Name	Enrique Aleman	Reports To Name	Enrique Aleman
Reports To Email	Enrique.Aleman@utsa.edu	Reports To Email	Enrique.Aleman@utsa.edu
Location Code	BVB	Location Code	BVB 🔍
Mail Drop ID	01540	Mail Drop ID	01540
☐ Budgeted Position		☐ Budgeted Position	

7. If the position is filled, the **Incumbent Job Information** section will detail the incumbent's current job information **(Pay Rate)**. If the position is vacant, the Incumbent Job Information section will not be displayed. The **Proposed Job Information** section is used to update job information.

Proposed Job Information

Empl Class	Non-Tenure Track Faculty
Pay Group	UTSA Faculty 9 Month
Comp Frqncy	Contract
*FTE	0.250000
*Proposed 9 Mo Academic Rate @ 100%	20000.000
Proposed 9 Mo Academic Rate @ FTE	5000.000
Proposed Monthly@FTE	555.556
Expected Job End Date	📅 ☐ End Job Automatically

Contract Information

Contract Action	Create New Contract Contract #
*Pay Type	Pay Over Contract
Payment Term	Pay Over 4.5 Months
*Contract Start Date	09/01/2018 📅
*Contract End Date	01/15/2019 📅
Contract Worth	2500.000

Contract Options

☐ Renewal Indic   Renewal Count ☐

8. This section does not need to be completed for faculty.

▶ Purpose
▶ Essential Functions
▶ Minimum Qualifications
▶ Preferred Qualifications
▶ Working Conditions

9. 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.

Proposed Funding						Find First ◀ 1 of 1 ▶ Last
*Start Date [ ]						➕ ➖
Distribution	Chartfields	Project Info				
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... |

10. 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."

Modify Position

Action

Actions	Modify Position ▼	Status Saved	Request ID 00002210
Justification			Request Date 02/20/2018
			Processing Messages
			Request History
			Show Current Additional Pay

11. Expand the **Attachments** or **Comments** section to attach required documentation and include any special comments.

12. After you've added attachments and comments, click the **Submit** button.

13. The document will route for approval. You will be notified via email when your request is complete.