eForm Action Types

Appointment (Faculty)

- Hire

  - For brand-new hires

Initiate New eForm Request

Initiate New eForms Request

Action	
Actions	▼	Status
Justification	

Appointment

Contract Additions and Changes

Create Person of Interest

▼ Contact Info

End Appointment

Entered By

Name

Phone

Leave Of Absence

Email ID

Dept ID

New Position Request

Secondary Co

Name

Retirement

Phone

Return From Leave

Termination

Notify

Request ID

Request Date

Processing Messages

Request History

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

ERVICES

Add

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

Action

Actions [Appointment ▼]   **Status**

*Justification [Hire new Professor]

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

Employee Information

Empl ID [   ] 🔍   [Search]

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

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

Action

Actions	Appointment ▼	Status

*Justification   Hire new Professor

Use the **Search** button to search for an employee
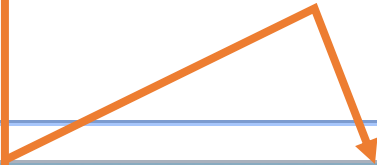
Employee Information

Empl ID [   ] 🔍   [Search]

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

Search Match

First Name Count

Last Name Dracula

Empl ID 🔍

Search

Search for your employee by First and Last Name. Use the National ID and BirthDate fields to filter your search results.

Name and ID	Phone	Address						
	Source ID	Company	Empl ID	Universal ID	Type of Name	First Name	Middle Name	Last Name	BirthDate	National ID
1								

Cancel

Search Match

First Name	Count
Last Name	Dracula
Empl ID	

Search

Find | 📊 | 🗓 | First ◀ 1 of 1 ▶ ▶|

Name and ID	Phone	Address	

	Source ID	Company	Empl ID	Universal ID	Type of Name	First Name	Middle Name	Last Name	BirthDate	National ID
1										

Cancel

If your employee is not listed, click on Cancel.

Employment Information

*Hire Type [▼]   *Hire Reason [▼]

*Start Date

*Position

| Hire |
| Rehire |

Posting ID

Expected End Date [📅]   ☐ End Job Automatically

Current and Future Incumbents

Empl ID	Empl Rcd	Name
	0	

Select the **Hire Type**

Hire = Brand new employee
Rehire = Former UTSA employee

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 ▼	*Hire Reason ▼
*Start Date	📅	Expected En[d]
*Position	🔍	**Current and**
		Empl ID
☐ Posted Flag		Position Entry Date
Posting ID		0

Hire

Proposed Job Information

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

Select the **Hire Reason**

Hire = Hire

Rehire = Rehire Same Institution or Rehire Return-to-Work Retiree

Employment Information

*Hire Type [Hire ▼]   *Hire Reason [Hire ▼]

*Start Date [08/15/2018] 📅   Expected End Date [ ] 📅   ☐ End Job Automatically

*Position [ ] 🔍

☐ STARS Posted

Current and Future Incumbents

Empl ID	Empl Rcd	Name
	0	

Requisition ID [ ]

Proposed Job Information

Comp Frqncy [▼]

FTE [ ]

*Rate @ 100% [ ]

Rate @ FTE [ ]

Monthly Rate @ FTE [ ]

*Hourly Rate [ ]

Enter the **Start Date.**
Tenure/Tenure Track faculty do not have end dates.

Employment Information

*Hire Type [Hire ▼]   *Hire Reason [Hire ▼]

*Start Date [08/15/2018] 📅   Expected End Date [   ] 📅   ☐ End Job Automatically

*Position [10027487 🔍]

Current and Future Incumbents

☑ STARS Posted

Empl ID	Empl Rcd	Name		Position Entry Date
	0			

Requisition ID [TT201845678]

Enter the **Position** number. Click the **Magnifying Glass** to search for a vacant position

Proposed Job Information

Comp Frqncy [Contract ▼]

FTE [0.200000]

*Proposed 9mo Academic Rate @100% [   ]

Proposed 9mo Academic Rate @FTE [   ]

Proposed Monthly @FTE [   ]

Employment Information

*Hire Type [Hire ▼]   *Hire Reason [Hire ▼]

*Start Date [08/15/2018 📅]   Expected End Date [📅]   ☐ End Job Automatically

*Position [10027487 🔍]

Current and Future Incumbents

☑ STARS Posted

Requisition [TT201845678]
ID

Empl ID	Empl Rcd	Name	Position Entry Date
	0		

Proposed Job Information

Comp Frqncy [Contract ▼]

FTE [0.200000]

*Proposed 9mo Academic Rate @100% [   ]

Proposed 9mo Academic Rate @FTE [   ]

Proposed Monthly @FTE [   ]

This field can be skipped for faculty. **Posted Flag** and **Posting ID** are not mandatory

Employment Information

*Hire Type [Hire ▼]   *Hire Reason [Hire ▼]

*Start Date [08/15/2018] 📅   Expected End Date [ ] 📅   ☐ End Job Automatically

*Position [10027487] 🔍

☑ STARS Posted

Requisition ID [TT201845678]

Current and Future Incumbents

Empl ID	Empl Rcd	Name		Position Entry Date
	0			

Proposed Job Information

Comp Frqncy [Contract ▼]

FTE [**0.200000**]

*Proposed 9mo Academic Rate @100% [ ]

Proposed 9mo Academic Rate @FTE [ ]

Proposed Monthly @FTE [ ]

Tip: Before you enter salary, update the position Hours/FTE.

Employment Information

*Hire Type [Hire ▼]   *Hire Reason [Hire ▼]

*Start Date [08/15/2018 📅]   Expected End Date [📅]   ☐ End Job Automatically

*Position [10027487 🔍]

☑ STARS Posted

Current and Future Incumbents

Empl ID	Empl Rcd	Name
	0	

Requisition ID [TT201845678]

Proposed Job Information

Comp Frqncy [Contract ▼]

FTE [1.000000]

*Proposed 9mo Academic Rate @100% [47769.231]
Proposed 9mo Academic Rate @FTE [47769.231]
Proposed Monthly @FTE [5307.692]

Comp Frequency, and **FTE** will auto-populate based on the pos entered

Contract Information

Contract Action [Create New Contract ▼]   Contract #

Contract Start Date [08/15/2018 📅]

Contract End Date [08/31/2018 📅]

Contract Worth [3000.000]

Contract Options

☐ Renewal Indic   Renewal Count [ ]

Recalculate Flag: ☑

Proposed Job Information

Comp Frqncy Contract ▼

FTE 1.000000

*Proposed 9mo Academic Rate @100% 47769.231

Proposed 9mo Academic Rate @FTE 47769.231

Proposed Monthly @FTE 5307.692

Contract Information

Contract Action Create New Contract ▼ Contract #

Contract Start Date 08/15/2018

Contract End Date 08/31/2018

Contract Worth 3000.000

Enter the **Contract Wort**

This will guarantee they m
what is owed to them for
last 2 weeks of August

Contract Options

☐ Renewal Indic Renewal Count

Recalculate Flag: ☑

Contract Information

Contract Action	Create New Contract ▼
Contract Start Date	08/15/2018
Contract End Date	08/31/2018
Contract Worth	3000.000

Contract #

Enter the Contract **Start** and **End Date**

Contract Options

☐ Renewal Indic

Renewal Count [ ]

Recalculate Flag: ☑

Do not check the Renewal Indic box or Renewal Count

Proposed Personal Information

*First Name	Count
Mid Name	
*Last Name	Dracula
*Address **1**	1 UTSA Circle
Address 2	
*City	San Antonio
State	TX
*Zip	78249
*County	Bexar
*Country	USA 🔍 United States
*Birth Date	01/01/1970 📅
*SSN	***-**-9898
*Gender	Male ▼
*Home Email	thecount@yahoo.com
*Home Phone	210-789-8989
Business Phone	210-458-4248

Clean Address

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

Proposed Personal Information

*First Name   Count

Mid Name

*Last Name   Dracula

*Address 1   1 UTSA Circle   Clean Address

Address 2

*City   San Antonio

State   TX

*Zip   78249

*County   Bexar

*Country   USA   🔍 United States

*Birth Date   01/01/1970 📅

*SSN   ***-**-9898

*Gender   Male ▼

*Home Email   thecount@yahoo.com

*Home Phone   210-789-8989

Business Phone 210-458-4248

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

Current Position Information

Position	10027487 **Profile ID**
Effective Date	01/16/2016
Status	Active ▾
Company	University of Texas, San Anton ▾
Business Unit	UTS02 VP of Academic Affairs
Department	AEN004 COE MECHANICAL ENGINEERING
Job Code	10010 PROFESSOR
Job Title	PROFESSOR
Reg/Temp	Regular ▾
Full/Part Time	Part-Time ▾
FLSA Status	Exempt ▾
Empl Class	Non-Tenure Track Fac ▾
FTE	0.200000
Stnd Hrs/Wk	8.00
Max Head Cnt	1
Reports To Pos	10026955
Reports To Name	Hai-Chao Han
Reports To Email	Hai-Chao.Han@utsa.edu
Location Code	EB
Mail Drop ID	01360

Proposed Position Information

Position	10027487
Effective Date	01/16/2016
Status	Active ▾
Company	University of Texas, San Anton ▾
Business U	
Department	NG
Job Code	
Job Title	PROFESSOR
Reg/Temp	Regular ▾
Full/Part Time	Full-Time ▾
FLSA Status	Exempt ▾
Empl Class	Non-Tenure Track Facu ▾
*FTE	1.000000
Stnd Hrs/Wk	40.00
Max Head Cnt	1
Reports To Pos	10026955 🔍
Reports To Name	Hai-Chao Han
Reports To Email	Hai-Chao.Han@utsa.edu
Location Code	EB 🔍
Mail Drop ID	01360

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

Current Position Information

Position	10027487 Profile ID
Effective Date	01/16/2016
Status	Active ▼
Company	University of Texas, San Anton ▼
Bus...	UTS02 VP of Academic Affairs
Dep...	NEERING
Job...	
Job...	
Reg...	
Full...	
FLSA Status	Exempt ▼
Empl Class	Non-Tenure Track Fac ▼
FTE	0.200000
Stnd Hrs/Wk	8.00
Max Head Cnt	1
Reports To Pos	10026955
Reports To Name	Hai-Chao Han
Reports To Email	Hai-Chao.Han@utsa.edu
Location Code	EB
Mail Drop ID	01360

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

Proposed Position Information

Position	10027487
Effective Date	01/16/2016
Status	Active ▼
Company	University of Texas, San Anton ▼
Business Unit	UTS02 VP of Academic Affairs
Department	AEN004 COE MECHANICAL ENGINEERING
Job Code	10010 PROFESSOR
Job Title	PROFESSOR
Reg/Temp	Regular ▼
Full/Part Time	Full-Time ▼
FLSA Status	Exempt ▼
Empl Class	Non-Tenure Track Facu ▼
*FTE	1.000000
Stnd Hrs/Wk	40.00
Max Head Cnt	1
Reports To Pos	10026955 🔍
Reports To Name	Hai-Chao Han
Reports To Email	Hai-Chao.Han@utsa.edu
Location Code	EB 🔍
Mail Drop ID	01360

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** for the position is displayed; use the **Proposed Funding** section to make any changes to the existing funding source(s) or distribution(s).

Current Funding   Find First ◄ 1 of 1 ► Last
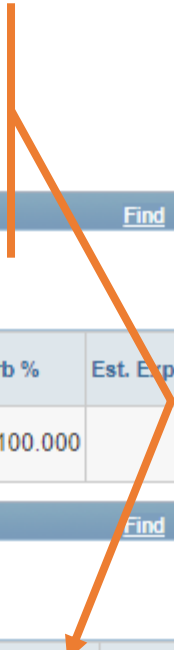
Start Date 09/01/2017

| Distribution | Chartfields | Project Info |

Ern Cd	Cost Center	Cost Center Descr	Project/Grant	Project Descr	Funding End Date	Distrb %	Est. Expense
	EGE018	DEPT OF MECH ENGININEERING				100.000	

Proposed Funding   Find First ◄ 1 of 1 ► Last

*Start Date 08/15/2018 📅   ＋ －

| Distribution | Chartfields | Project Info |

Ern Cd	Cost Center	Cost Center Descr	Project/Grant	Project Descr	Funding End Date	Distrb %	Est. Expense		
	EGX010 🔍	BUDGET PLANNING & DEVELOPMENT			📅	100.000		＋	－

Human Resources
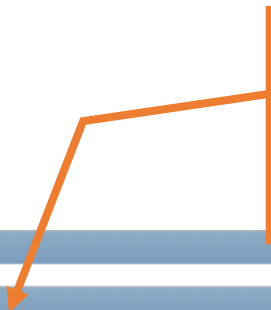
▶ Attachments

▶ Comments

▼ Form Procedures

CBC Submitted?

Date of CBC Submission

Category of CBC Submitted

Is the Employee a TRS Return to Work Retire

▶ 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

click **Add/Delete** to add **Attachments**

▼ Attachments

	Type	Note	Attached File	Attach Date/Time	By
1					

Add/Delete

Click the **Add/Edit** button to add form **Comments.**

All comments will be visible to everyone in the approval chain

▼ Comments   Find First ◄ 1 of 1 ► Last

Add/Edit

Comment By   DateTime

New Faculty

- Memo of Appointment or Offer Letter required
- Category A CBC

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

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 |