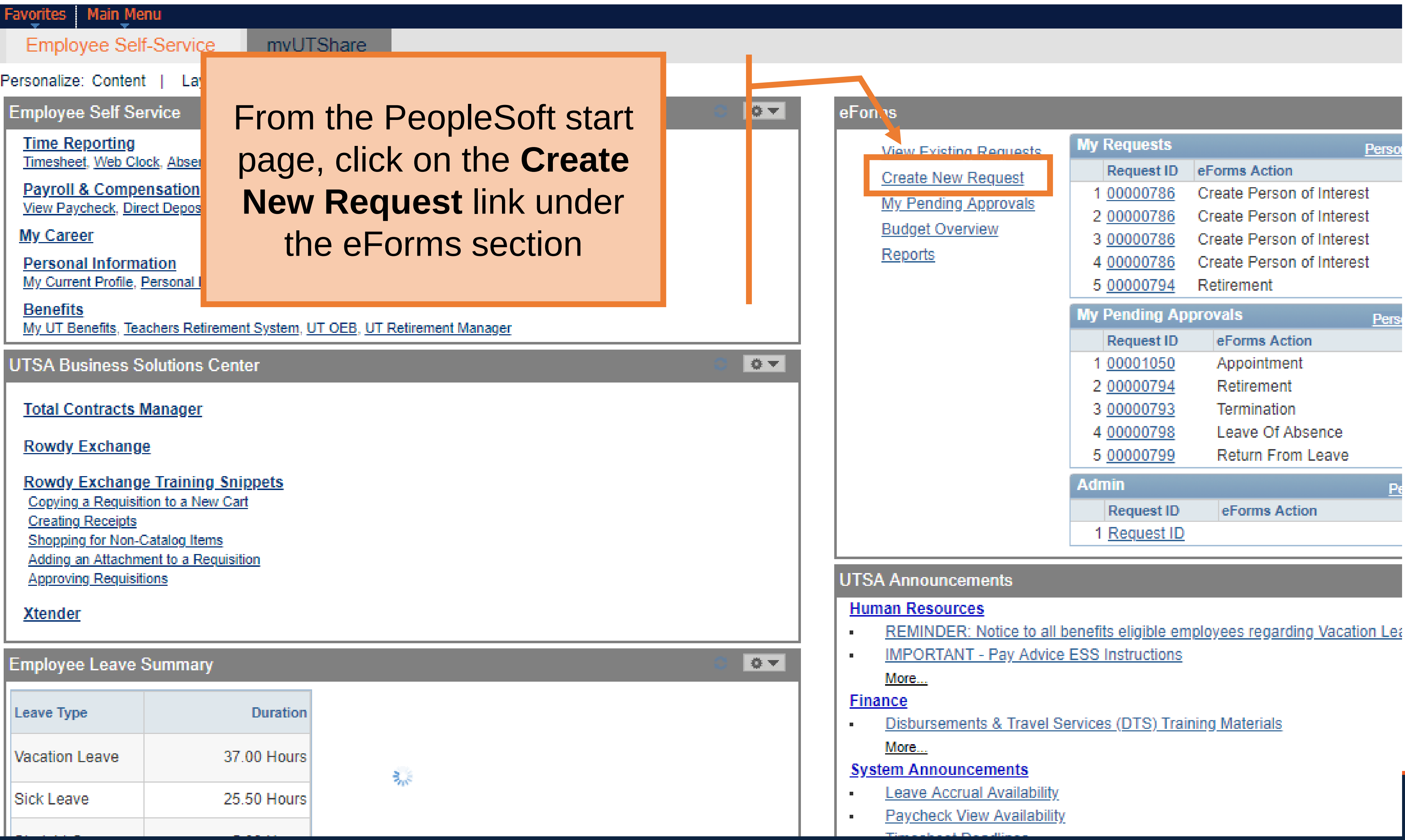
eForm Action Types

New Position Request

- Used to create a new Tenure/Tenure Track Position

The University of Texas at San Antonio
UTSA Business Affairs

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



Initiate New eForms Request

Action

Actions | **Status** | **Request ID**

Justification

Request Date

Processing Messages

Request History

Contact Information

Entered By

Name	Samantha Hernandez
Phone	210/458-7563
Email ID	Samantha.Hernandez@utsa.edu
Dept ID	BHR001 HUMAN RESOURCE SERVICES

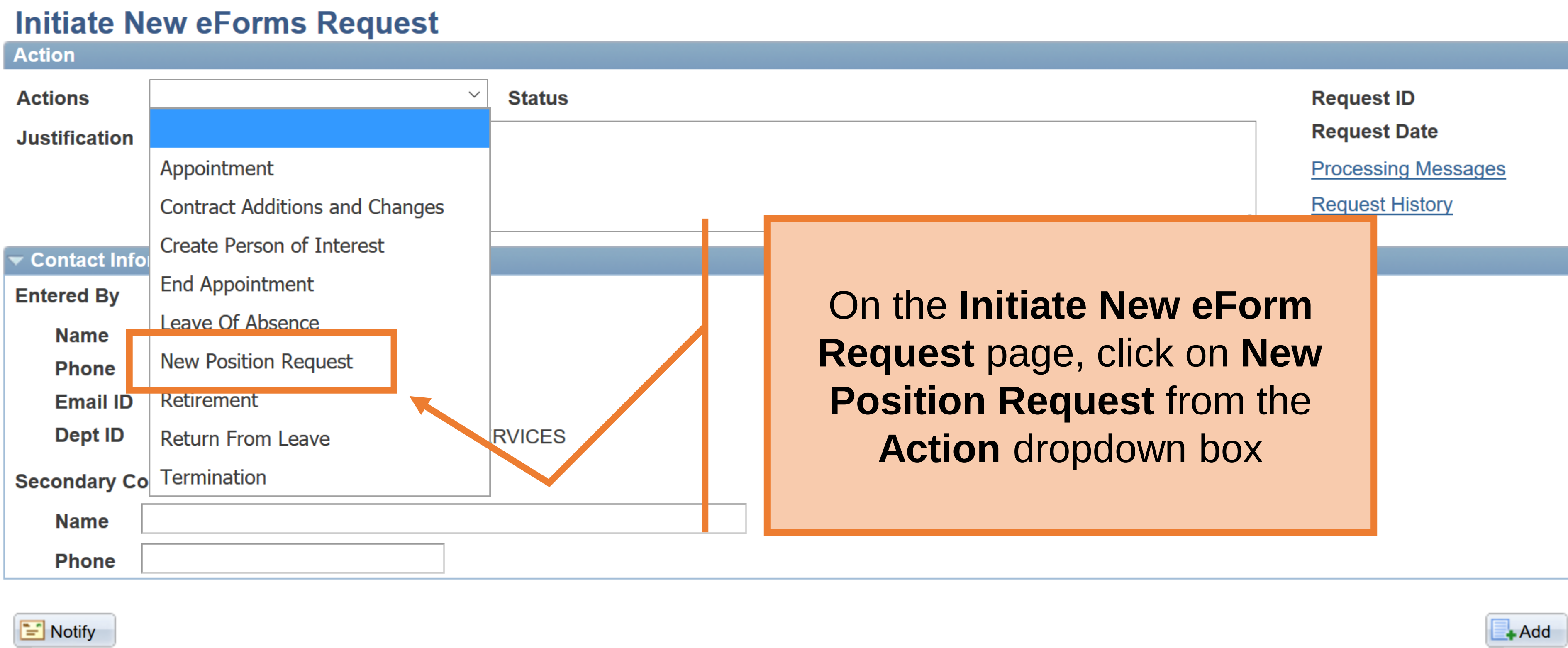
Secondary Contact

Name

Phone

Notify

Add



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

New Position Request

Action

Actions: New Position Request ▼ **Status**

*Justification: Create new Professor position for Mech Engineering

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

*Position Eff Date: 08/01/2018 Copy Position

Add the **Position Effective Date**

Proposed Position Information

Position	
*Status	Active ▼
Company	University of Texas, San Anton ▼
*Business Unit	UTS02 VP of Academic Affairs
*Department	
*Job Code	
*Job Title	
Reg/Temp	▼
Full/Part Time	▼
FLSA Status	▼
*Empl Class	▼
*Sal Plan	▼
*FTE	0.000000
*Stnd Hrs/Wk	
*Max Head Cnt	1
*Reports To Pos	

New Position Request

Action

Actions: New Position Request
Status

*Justification: Create new Professor position for Mech Engineering

*Position Eff Date: 08/01/2018
Copy Position:

Proposed Position Information

Position:
*Status: Active
Company: University of Texas, San Anton
*Business Unit: UTS02 VP of Academic Affairs
*Department:
*Job Code:
*Job Title:
Reg/Temp:
Full/Part Time:
FLSA Status:
*Empl Class:
*Sal Plan:
*FTE: 0.000000
*Stnd Hrs/Wk:
*Max Head Cnt: 1
*Reports To Pos:

Enter a position number in the **Copy Position** field. If you would like to copy a position that already exists. If not, skip this step.

New Position Request

Action

Actions: New Position Request — **Status**

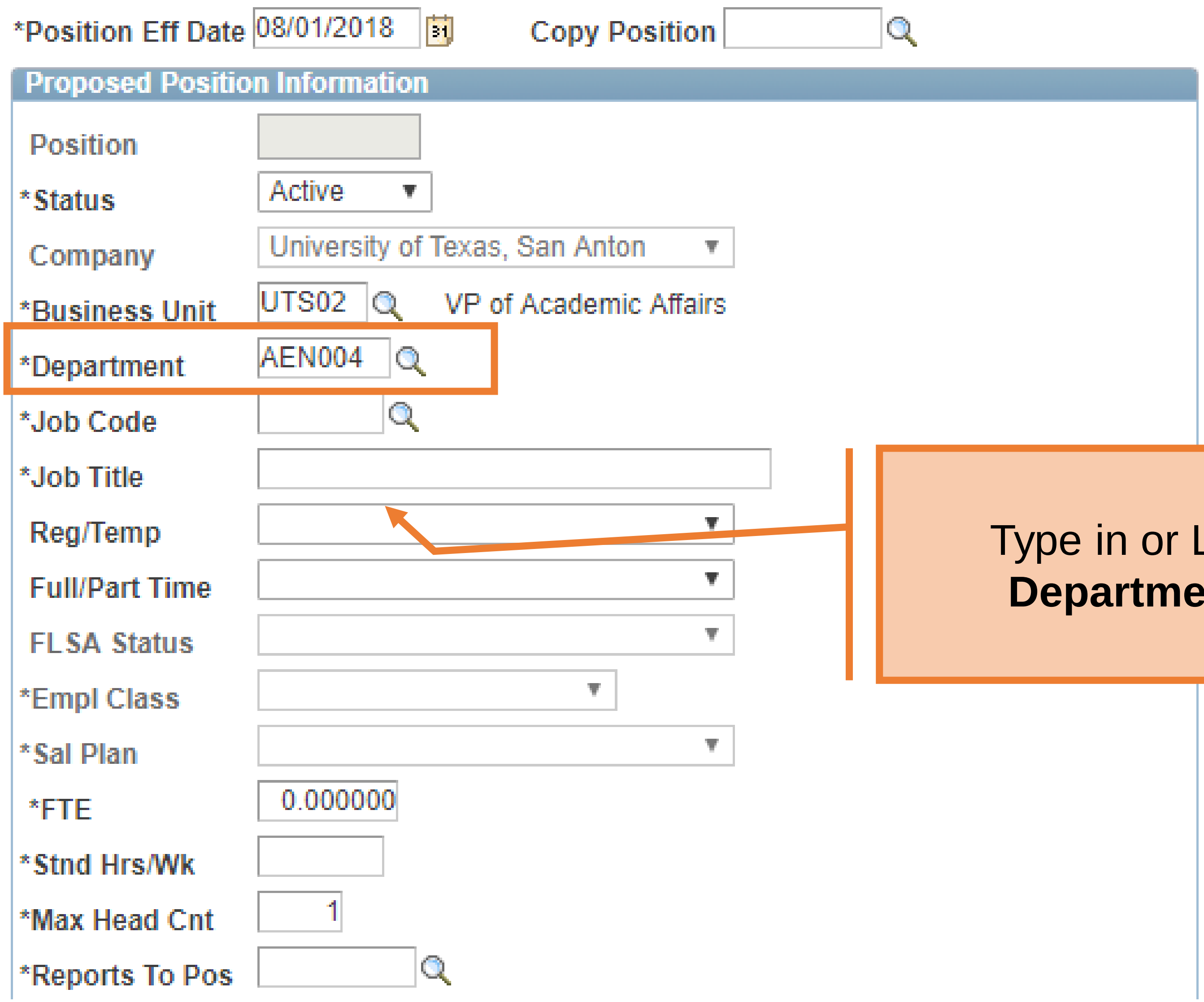
*Justification: Create new Professor position for Mech Engineering

*Position Eff Date: 08/01/2018 — Copy Position:

Proposed Position Information

Position	
*Status	Active
Company	University of Texas, San Anton
*Business Unit	UTS02 VP of Academic Affairs
*Department	
*Job Code	
*Job Title	
Reg/Temp	
Full/Part Time	
FLSA Status	
*Empl Class	
*Sal Plan	
*FTE	0.000000
*Stnd Hrs/Wk	
*Max Head Cnt	1
*Reports To Pos	

The position **Status** will default to Active. **Company** and **Business Unit** will default appropriately

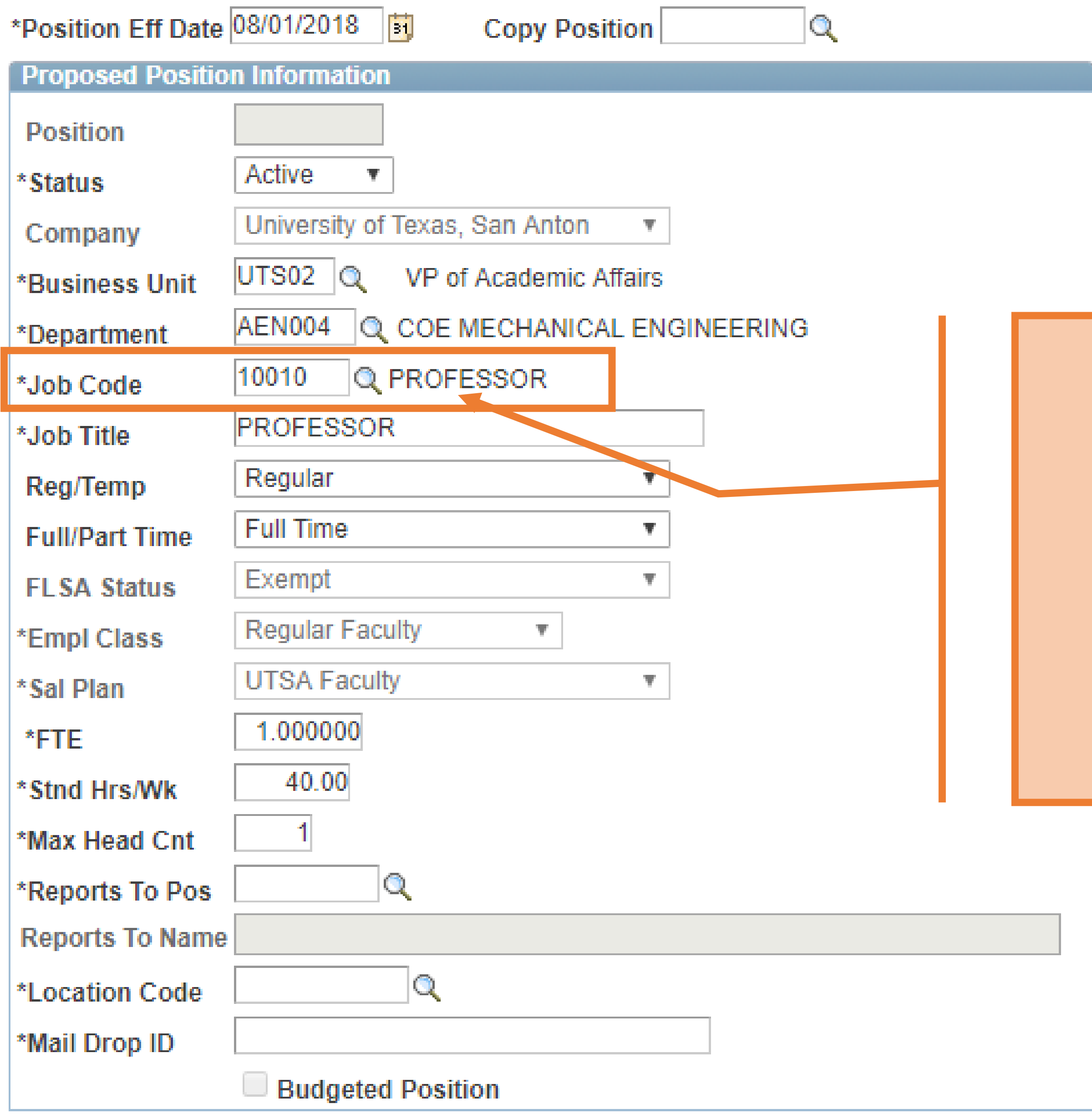


*Position Eff Date 08/01/2018 Copy Position

Proposed Position Information

Position	
*Status	Active
Company	University of Texas, San Anton
*Business Unit	UTS02 VP of Academic Affairs
*Department	AEN004
*Job Code	
*Job Title	
Reg/Temp	
Full/Part Time	
FLSA Status	
*Empl Class	
*Sal Plan	
*FTE	0.000000
*Stnd Hrs/Wk	
*Max Head Cnt	1
*Reports To Pos	

Type in or Lookup **Department** ID.



*Position Eff Date 08/01/2018 Copy Position

Proposed Position Information

Position	
*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	Regular Faculty
*Sal Plan	UTSA Faculty
*FTE	1.000000
*Stnd Hrs/Wk	40.00
*Max Head Cnt	1
*Reports To Pos	
Reports To Name	
*Location Code	
*Mail Drop ID	
	Budgeted Position

Enter or look up the **Job Code**. Once entered, the following information will populate: **Job Title, Regular/Temp**, **Full Time/Part Time**, **FLSA Status, Salary Plan**, **FTE**, **Standard hours**, and **Max Headcount**.

*Position Eff Date 08/01/2018 Copy Position

Proposed Position Information

Position	
*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	Regular Faculty
*Sal Plan	UTSA Faculty
*FTE	1.000000
*Stnd Hrs/Wk	40.00
*Max Head Cnt	1
*Reports To Pos	
Reports To Name	
*Location Code	
*Mail Drop ID	

Budgeted Position

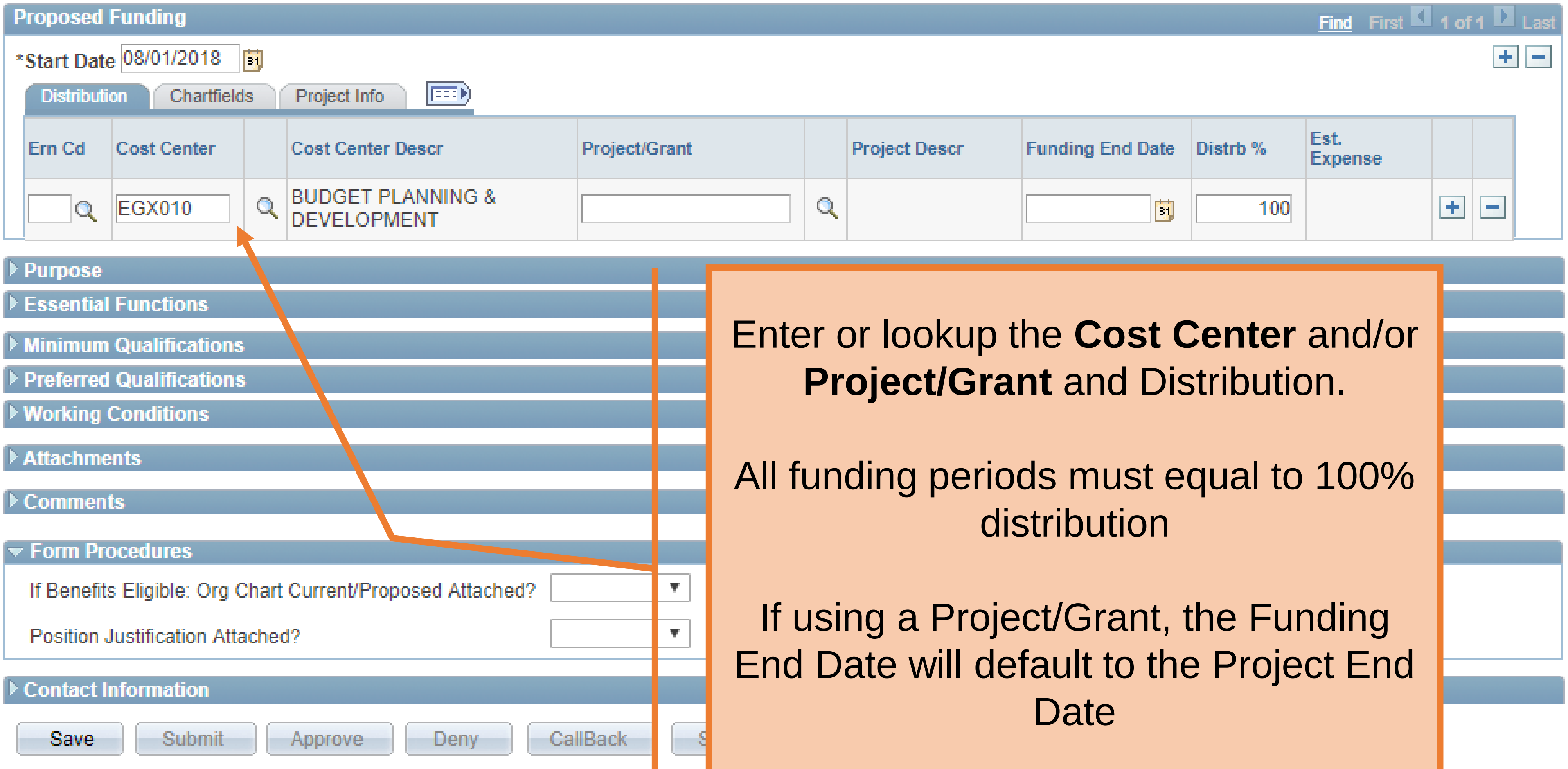
Change **Reg/Temp**, **Full/Part Time**, **FTE**, **Stnd Hrs/Wk** as needed

*Position Eff Date: 08/01/2018 — Copy Position:

Proposed Position Information

Position	
*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	Regular Faculty
*Sal Plan	UTSA Faculty
*FTE	1.000000
*Stnd Hrs/Wk	40.00
*Max Head Cnt	1
*Reports To Pos	10026955
Reports To Name	Hai-Chao Han
*Location Code	EB
*Mail Drop ID	01360
	Budgeted Position

Enter the **Reports To Pos**, **Location Code** and **Mail Drop ID**



Enter or lookup 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

Proposed Funding

Find First 1 of 1 Last

*Start Date 08/01/2018

Distribution | Chartfields | Project Info

Ern Cd	Cost Center		Cost Center Descr	Project/Grant
	EGX010		BUDGET PLANNING & DEVELOPMENT	

This section is not required for faculty positions. Purpose, Essential Functions, Min Qualifications, Preferred Qualifications, and Working Conditions can be skipped.

- Purpose
- Essential Functions
- Minimum Qualifications
- Preferred Qualifications
- Working Conditions
- Attachments
- Comments

Form Procedures

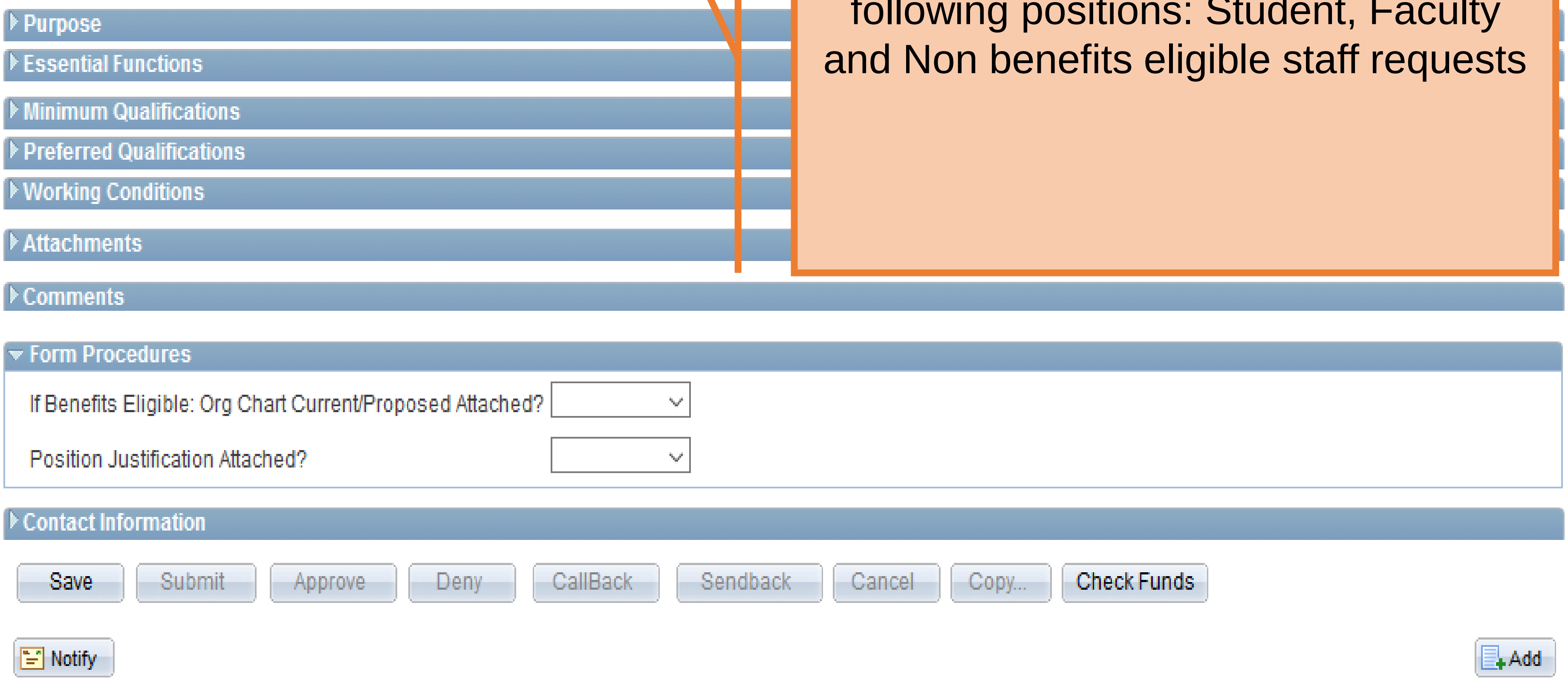
If Benefits Eligible: Org Chart Current/Proposed Attached?

Position Justification Attached?

- Contact Information

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

This information is **not required** for the following positions: Student, Faculty and Non benefits eligible staff requests



Proposed Funding

*Start Date 08/01/2018

Distribution | Chartfields | Project Info

Ern Cd	Cost Center		Cost Center Descr	Project/Grant		Project Descr	Funding End Date	Distrb %
	EGX010		BUDGET PLANNING & DEVELOPMENT					100

Purpose

Essential Functions

Minimum Qualifications

Preferred Qualifications

Working Conditions

Attachments

Comments

Form Procedures

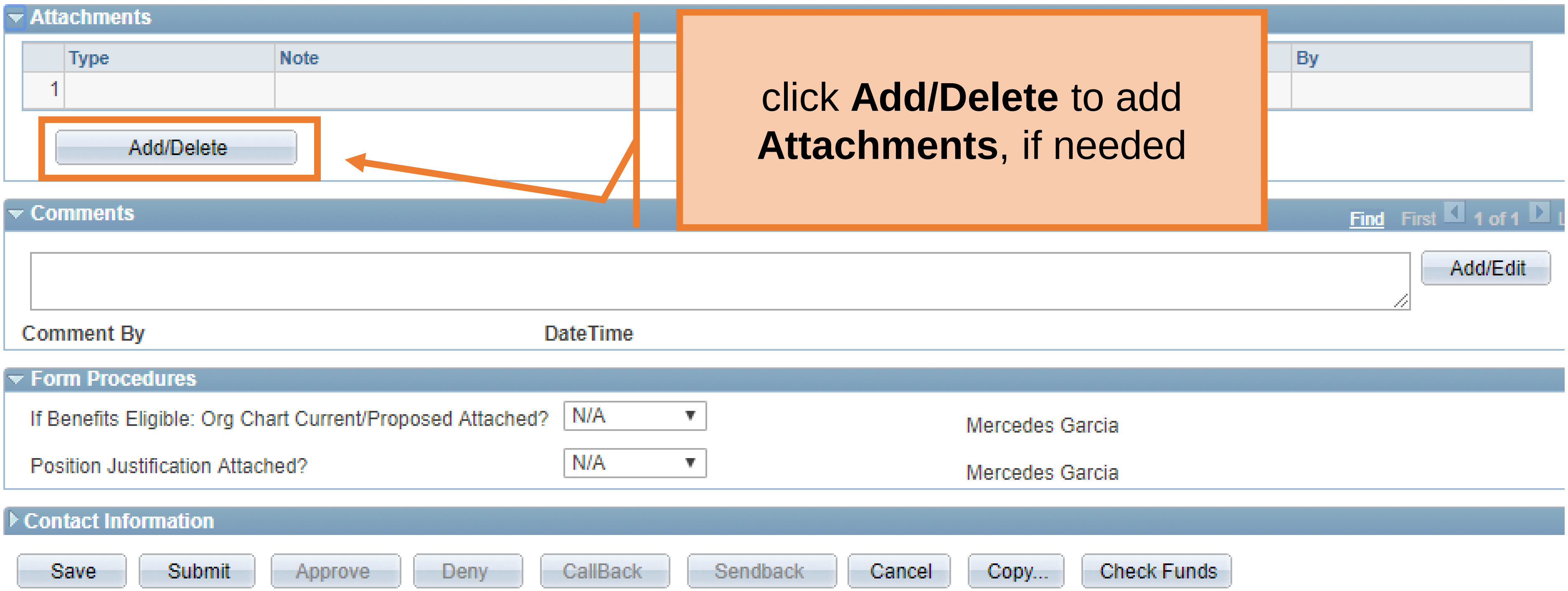
If Benefits Eligible: Org Chart Current/Proposed Attached? N/A

Position Justification Attached? N/A

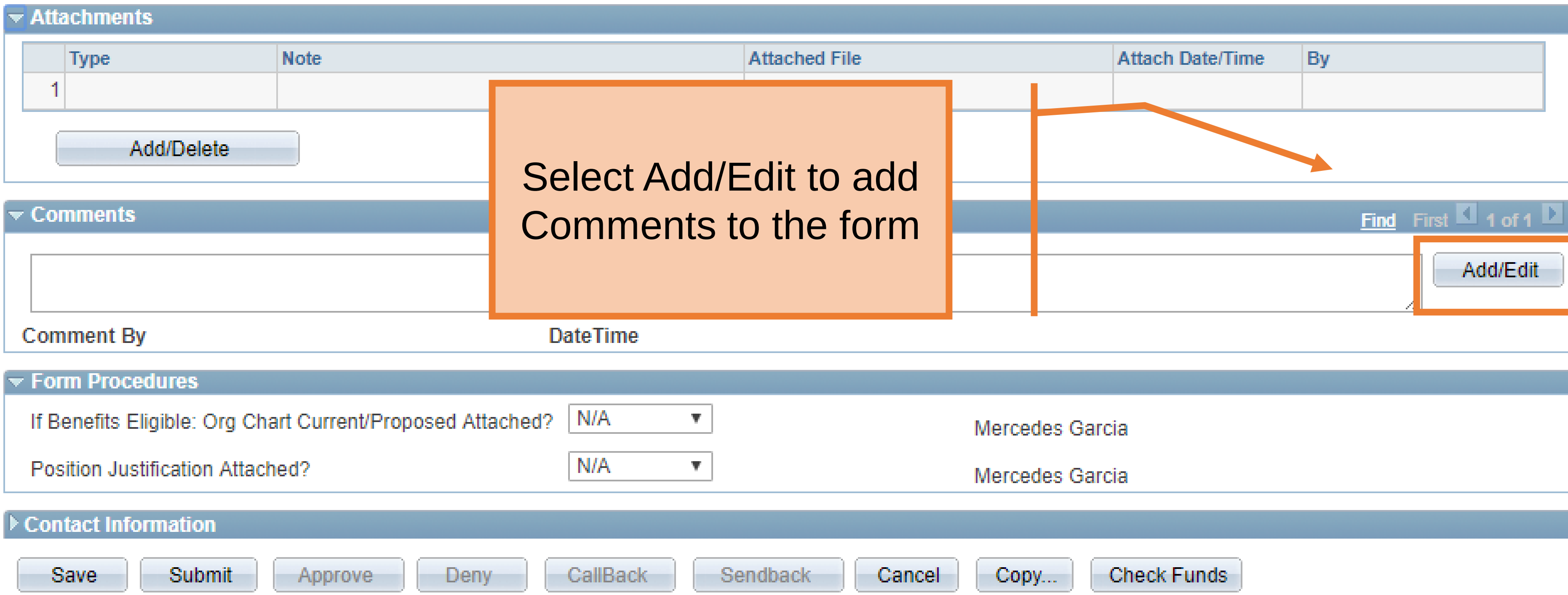
Form Procedures are not required to create a faculty position

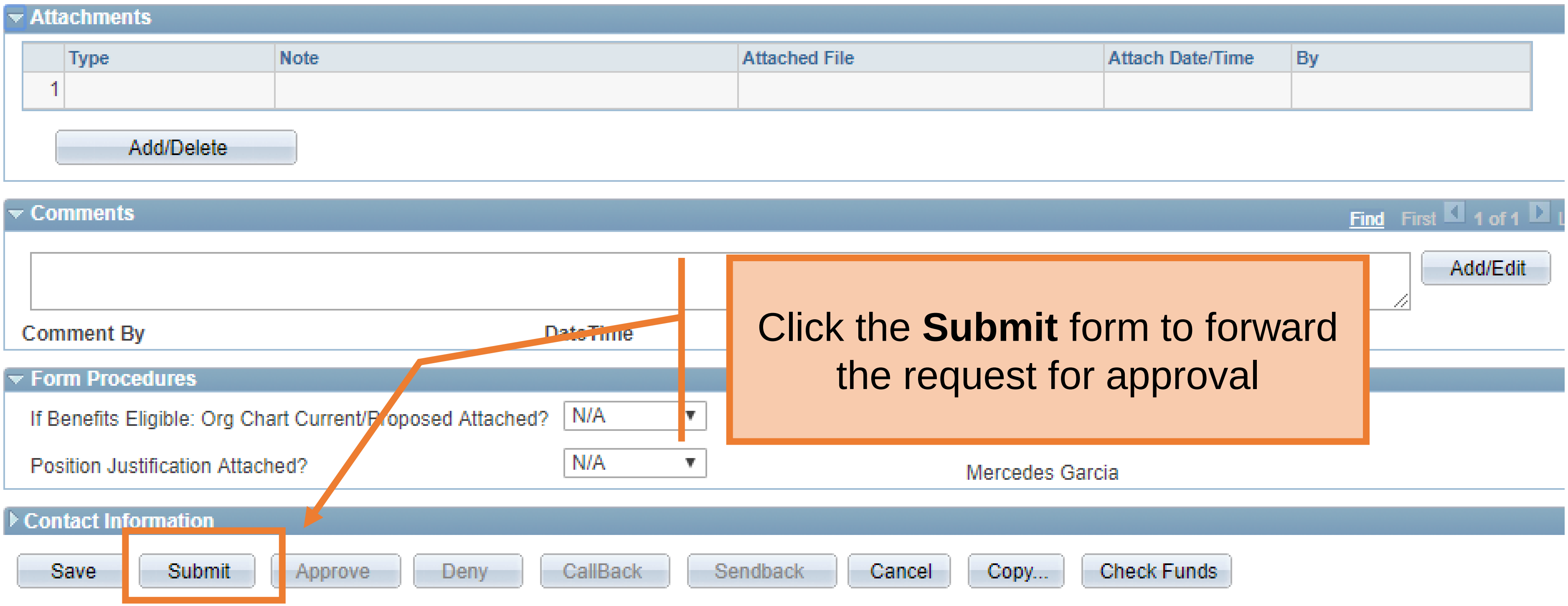
Contact Information

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



click **Add/Delete** to add **Attachments**, if needed


Attachments
Type
Note
Attached File
Attach Date/Time
By
1
Add/Delete
Select Add/Edit to add Comments to the form
Comments
Find
First
1 of 1
Add/Edit
Comment By
DateTime
Form Procedures
If Benefits Eligible: Org Chart Current/Proposed Attached?
N/A
Mercedes Garcia
Position Justification Attached?
N/A
Mercedes Garcia
Contact Information
Save
Submit
Approve
Deny
CallBack
Sendback
Cancel
Copy...
Check Funds


Attachments
Type
Note
Attached File
Attach Date/Time
By
1
Add/Delete
Comments
Find
First
1 of 1
Add/Edit
Comment By
DateTime
Form Procedures
If Benefits Eligible: Org Chart Current/Proposed Attached?
N/A
Position Justification Attached?
N/A
Mercedes Garcia
Contact Information
Save
Submit
Approve
Deny
CallBack
Sendback
Cancel
Copy...
Check Funds
Click the **Submit** form to forward the request for approval

Department Approvals

REQUEST_ID=00015482:Pending

Department Approvals

Pending
Multiple Approvers
Department Head/Manager

Funding Approvals

REQUEST_ID=00015482:Awaiting Further Appro

Funding Approvals

Not Routed
Multiple Approvers
FMS Cost Center Approver

Business Office Approvals

REQUEST_ID=00015482:Awaiting Further Approvals

Faculty/Student Positions

Not Routed
Multiple Approvers
Dean

Not Routed
Multiple Approvers
VPAFS

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 eForms

Questions?

Contact:
Human resources
(210) 458-4648

dayone@utsa.edu
compensation@utsa.edu