



eForm Action Types

New Position Request

- Used to create new faculty positions

Favorites | **Main Menu**

Employee Self-Service | mvUTShare

Personalize: Content | La

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

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	

Employee Self Service

- Time Reporting**
[Timesheet](#), [Web Clock](#), [Absen](#)
- Payroll & Compensation**
[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

- Total Contracts Manager**
- 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](#)
- Xtender**

Employee Leave Summary

Leave Type	Duration
Vacation Leave	37.00 Hours
Sick Leave	25.50 Hours

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](#)
 - [Throughout Readiness](#)

Initiate New eForms Request

Action

Actions **Status**

Justification

Request ID

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

Initiate New eForms Request

Action

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

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

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

Name	<input type="text"/>
Phone	<input type="text"/>

Notify

Add

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

Actions	New Position Request	Status
*Justification	Create a benefits eligible Lecturer II	

*Position Eff Date Copy Position

Proposed Position Information

Position	<input type="text"/>
*Status	Active
Company	University of Texas, San Anton
*Business Unit	UTS02 VP of Academic Affairs
*Department	AEN004 COE MECHANICAL ENGINEERING
*Job Code	10051 LECTURER II
*Job Title	LECTURER II
Reg/Temp	Regular
Full/Part Time	Full Time
FLSA Status	Exempt
*Empl Class	Non-Tenure Track Facult
*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	01380

Actions Status

*Justification

*Position Eff Date Copy Position

Proposed Position Information

Position

*Status

Company

*Business Unit VP of Academic Affairs

*Department COE MECHANICAL ENGINEERING

*Job Code LECTURER II

*Job Title

Reg/Temp

Full/Part Time

FLSA Status

*Empl Class

*Sal Plan

*FTE

*Stnd Hrs/Wk

*Max Head Cnt

*Reports To Pos

Reports To Name

*Location Code

*Mail Drop ID

Enter the Position Eff date

Tip: Use a date that is earlier than when you need it. In cases changes need to be made to accommodate your employee.


Actions Status

*Justification

*Position Eff Date Copy Position

Proposed Position Information

Position

*Status 

Company

*Business Unit VP of Academic Affairs

*Department COE MECHANICAL ENGINEERING

*Job Code LECTURER II

*Job Title

Reg/Temp

Full/Part Time

FLSA Status

*Empl Class

*Sal Plan

*FTE

*Stnd Hrs/Wk

*Max Head Cnt

*Reports To Pos

Reports To Name

*Location Code

*Mail Drop ID

Status will default to Active and the **Business Unit** will auto-populate based on your security role.

Actions **Status**

***Justification**

***Position Eff Date** **Copy Position**

Proposed Position Information

Position

***Status**

Company

***Business Unit**

***Department**

***Job Code**

***Job Title**

Reg/Temp

Full/Part Time

FLSA Status

***Empl Class**

***Sal Plan**

***FTE**

***Stnd Hrs/Wk**

***Max Head Cnt**

***Reports To Pos**

Reports To Name

***Location Code**

***Mail Drop ID**

Status will default to Active and **Company** and **Business Unit** will auto-populate based on your security role.

Actions **Status**

***Justification** Create a benefits eligible Lecturer II

***Position Eff Date** **Copy Position**

Proposed Position Information

Position

***Status**

Company

***Business Unit** VP of Academic Affairs

***Department** COE MECHANICAL ENGINEERING

***Job Code** LECTURER II

***Job Title**

Reg/Temp

Full/Part Time

FLSA Status

***Empl Class**

***Sal Plan**

***FTE**

***Stnd Hrs/Wk**

***Max Head Cnt**

***Reports To Pos**

Reports To Name

***Location Code**

***Mail Drop ID**

Enter or Lookup
Department

Actions Status

*Justification

*Position Eff Date Copy Position

Proposed Position Information

Position

*Status

Company

*Business Unit VP of Academic Affairs

*Department COE MECHANICAL ENGINEERING

*Job Code LECTURER II

*Job Title

Reg/Temp

Full/Part Time

FLSA Status

*Empl Class

*Sal Plan

*FTE

*Stnd Hrs/Wk

*Max Head Cnt

*Reports To Pos

Reports To Name

*Location Code

*Mail Drop ID

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.**

Actions Status

*Justification

*Position Eff Date Copy Position

Proposed Position Information

Position

*Status

Company

*Business Unit VP of Academic Affairs

*Department COE MECHANICAL ENGINEERING

*Job Code LECTURER II

*Job Title

Reg/Temp

Full/Part Time

FLSA Status

*Empl Class

*Sal Plan

*FTE

*Stnd Hrs/Wk

*Max Head Cnt

*Reports To Pos

Reports To Name

*Location Code

*Mail Drop ID

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

Benefits eligible will be listed as Regular and need to work more than 20 hrs per week.

Actions Status

*Justification

*Position Eff Date Copy Position

Proposed Position Information

Position

*Status

Company

*Business Unit VP of Academic Affairs

*Department COE MECHANICAL ENGINEERING

*Job Code LECTURER II

*Job Title

Reg/Temp

Full/Part Time

FLSA Status

*Empl Class

*Sal Plan

*FTE

*Stnd Hrs/Wk

*Max Head Cnt

*Reports To Pos

Reports To Name

*Location Code

*Mail Drop ID

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

Under the **Proposed Funding** section, the **Start Date** will default to the position effective 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	Project Descr	Funding End Date	Distrb %	Est. Expense
<input type="text"/>	EGX010	BUDGET PLANNING & DEVELOPMENT	<input type="text"/>	<input type="text"/>	<input type="text"/>	100.000	

▶ 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

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

*Start Date 08/01/2018

Distribution | Chartfields | **Project Info**

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

100.000

▶ 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 Faculty positions

- ▶ 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

Notify

Add

▼ Attachments

	Type	Note	Attached File	Attach Date/Time	By
1					

Add/Delete

▼ Comments

Add/Edit

Comment By DateTime

Org Charts and Justification are not needed for faculty positions

▼ Form Procedures

If Benefits Eligible: Org Chart Current/Proposed Attached?

Position Justification Attached?

▶ Contact Information

Save Submit Approve Deny CallBack ds

Click the **Save** button

This has to be done prior to adding attachments or comments

Attachments

Type	Note	By
1		

Add/Delete

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

Comments

Find First 1 of 1 Last

Add/Edit

Comment By DateTime

Form Procedures

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

Position Justification Attached? N/A

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

Select Add/Edit to add Comments to the form

Find First 1 of 1 Last

Add/Edit

Comment By

DateTime

▼ Form Procedures

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

Position Justification Attached? N/A ▼

► 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 Last

Add/Edit

Comment By DateTime

▼ 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

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

Contact Information

Department Approvals

REQUEST_ID=00015487:Pending

Department Approvals

Pending

[Multiple Approvers](#)
Department Head/Manager

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

Funding Approvals

REQUEST_ID=00015487:Awaiting Further Approva

Funding Approvals

Not Routed

[Multiple Approvers](#)
FMS Cost Center Approver

Business Office Approvals

REQUEST_ID=00015487: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



Questions?

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