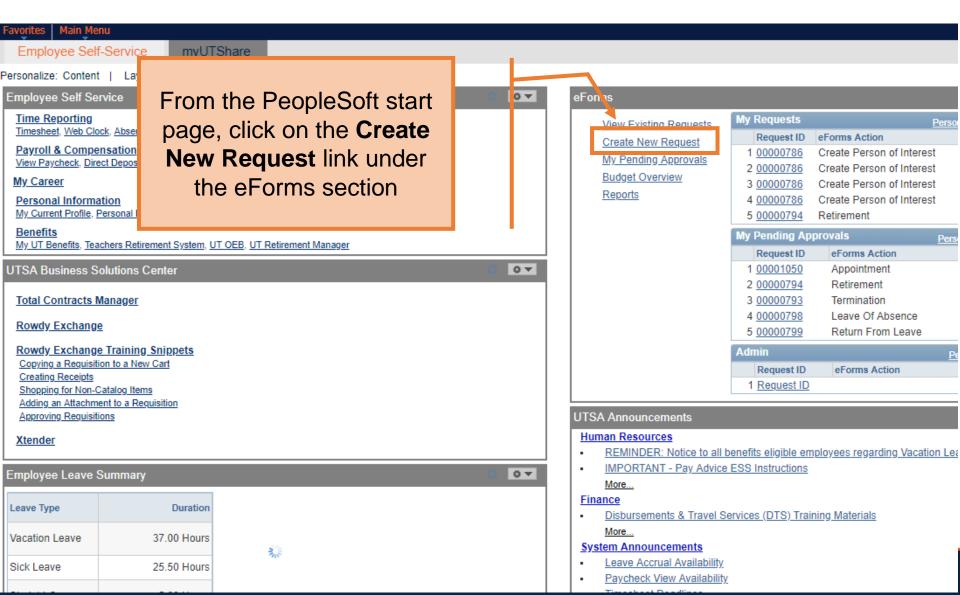
eForms

eForm Action Types

New Position Request

Used to create new faculty positions

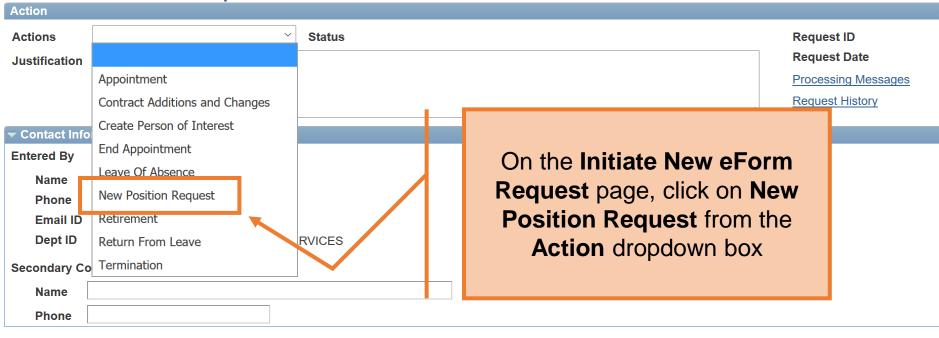


Initiate New eForms Request

Solution

Action		
Actions		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		

Initiate New eForms Request







The University of Texas at San Antonio **UTSA** Business Affairs **New Position Request** Status Actions *Justification Create a benefits eligible Lecturer II *Position Eff Date 08/01/2018 Q Copy Position Proposed Position Information Position Active *Status University of Texas, San Anton Company UTS02 VP of Academic Affairs *Business Unit AEN004 Q COE MECHANICAL ENGINEERING *Department 10051 Q LECTURER II *Job Code LECTURER II *Job Title Regular Reg/Temp Full Time Full/Part Time Exempt **FLSA Status** Non-Tenure Track Facult ▼ *Empl Class UTSA Faculty *Sal Plan 1.000000 *FTE 40.00 *Stnd Hrs/Wk *Max Head Cnt 10026955 *Reports To Pos Reports To Name Hai-Chao Han

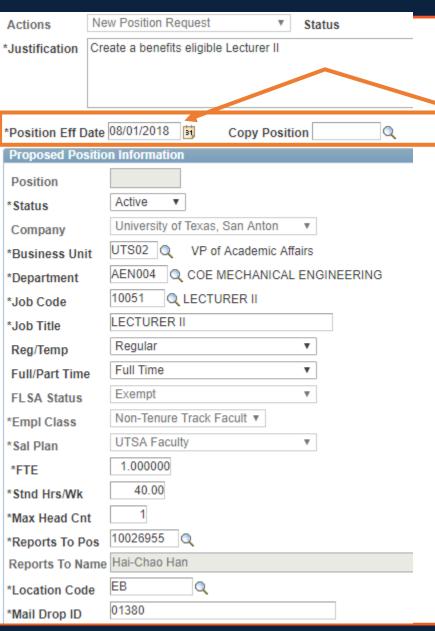
EB

01380

*Location Code

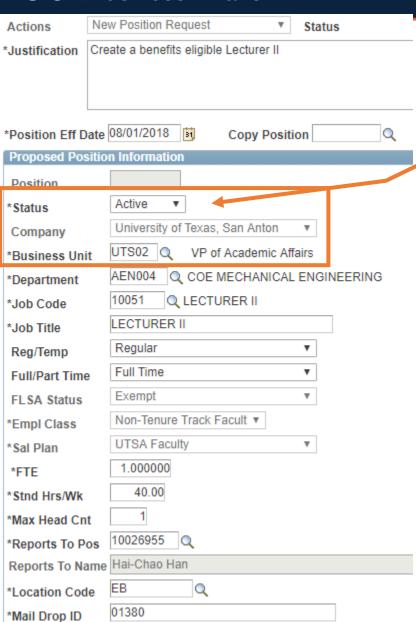
*Mail Drop ID

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

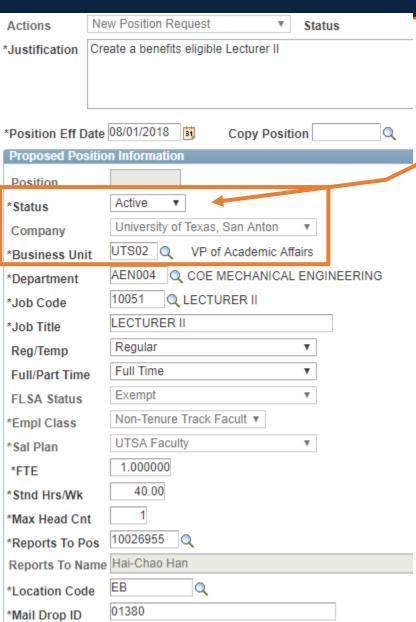


Enter the **Position Eff date**

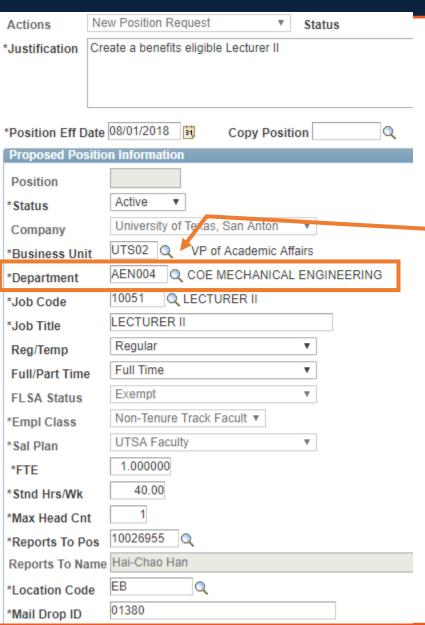
Tip: Use a date that is earlier than when you need it. In cases changes need to be made to accommodate your employee.



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

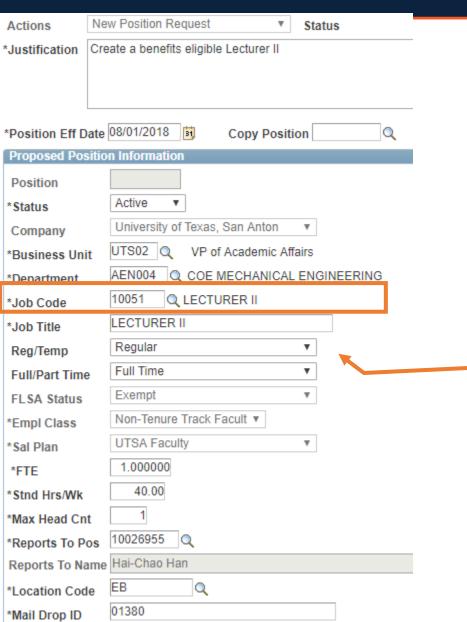


Status will default to Active and Company and Business Unit will autopopulate based on your security role.

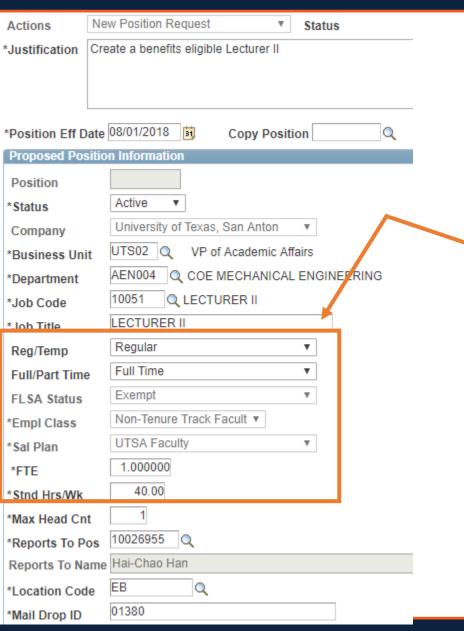


Enter or Lookup

Department

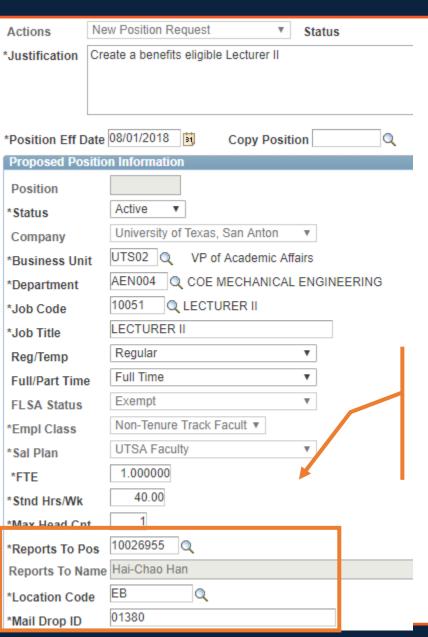


Enter or look up the Job
Code. Once entered, the
following information will
populate: Job Title,
Regular/Temp, Full
Time/Part Time, FLSA
Status, Salary Plan, FTE,
Standard hours, and Max
Headcount.

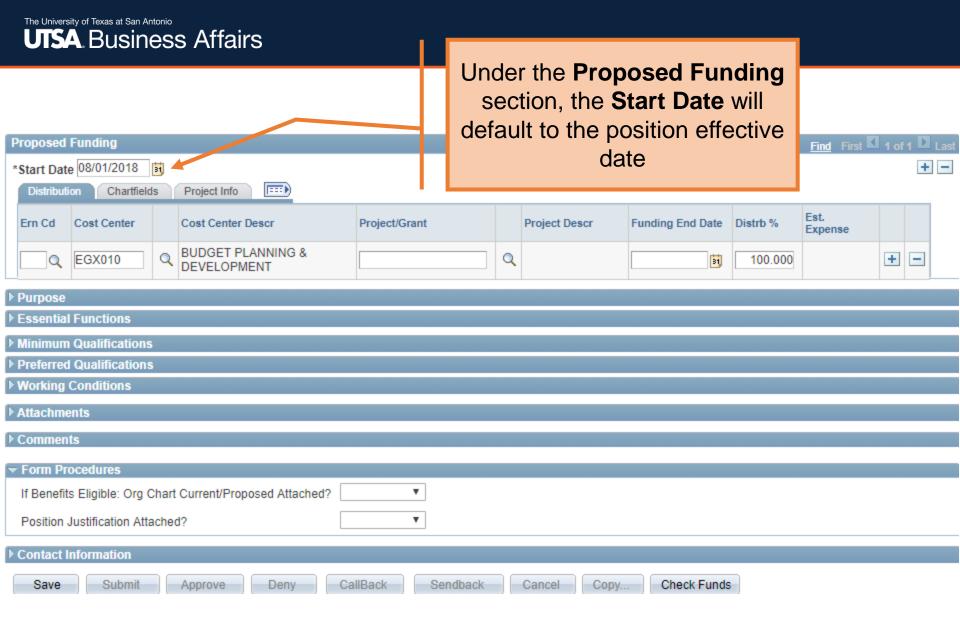


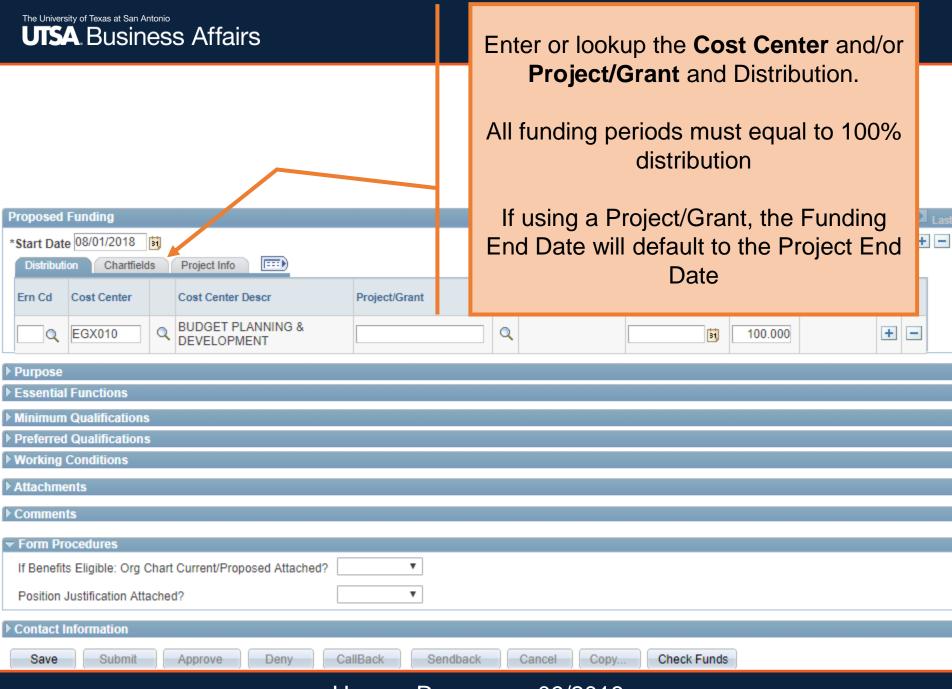
Change **Reg/Temp**, **Full/Part Time**, **FTE**, **Stnd Hrs/Wk** as needed.

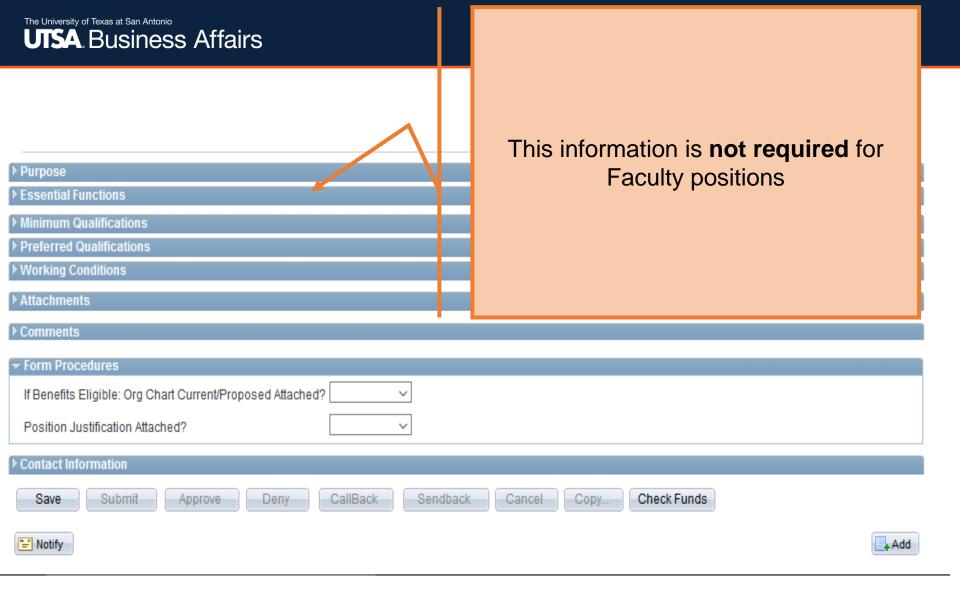
Benefits eligible will be listed as Regular and need to work more than 20 hrs per week.

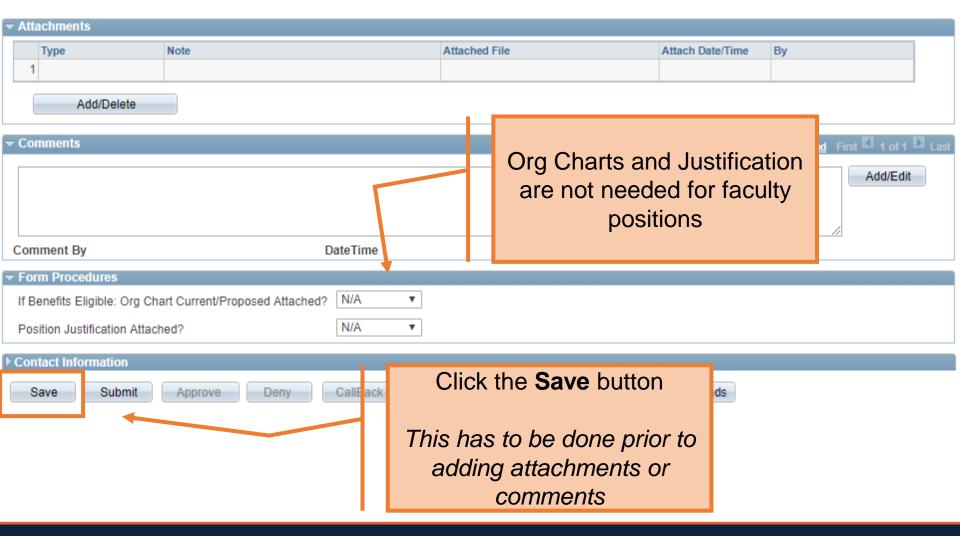


Enter the Reports To Pos, Location Code and Mail Drop ID

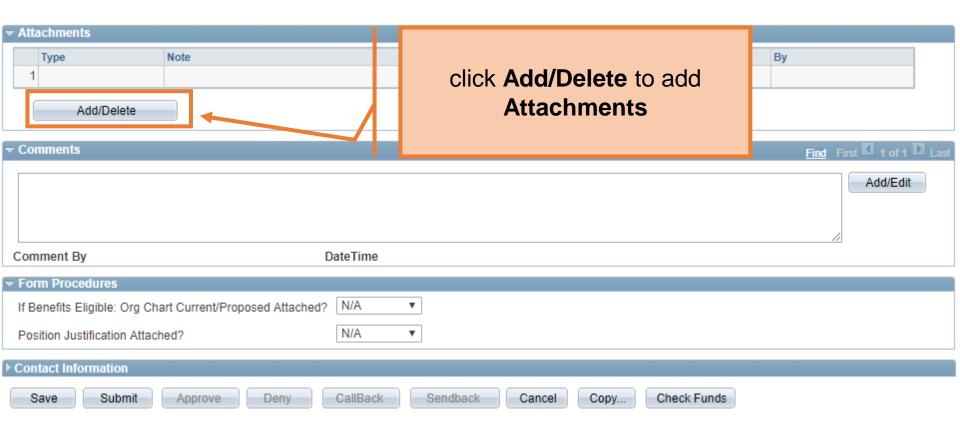


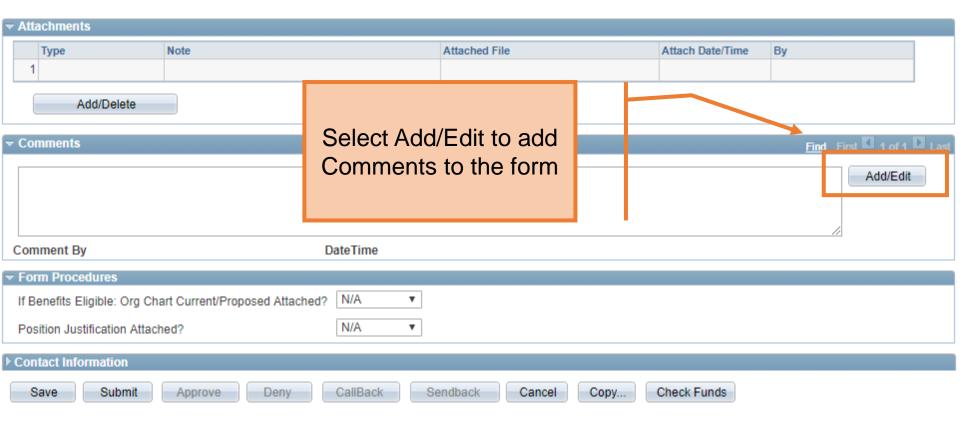


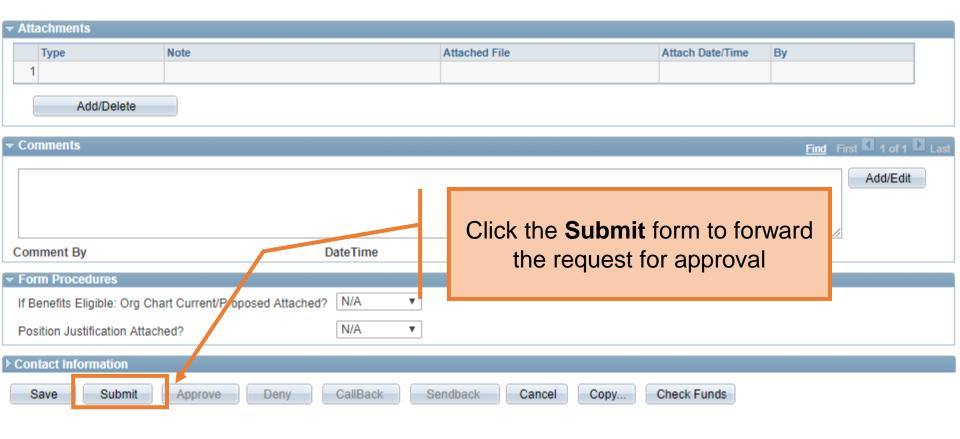




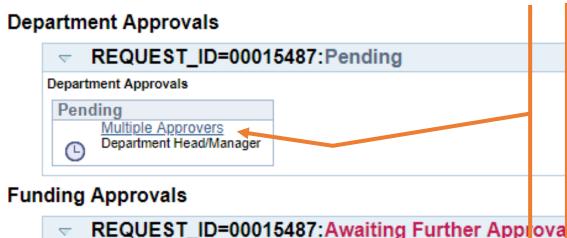
Human Resources 09/2018







Contact Information



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

Not Routed Multiple Approvers FMS Cost Center Approver

Business Office Approvals







Questions?

Contact: Human resources (210) 458-4648

dayone@utsa.edu compensation@utsa.edu