New Position Job Aid

The **New Position Request** eform is used to create a brand new 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 **New Position Request** option from the "Action" drop down menu.
- 3. The **New Position Request** eForm is displayed. Use the **Justification** text box is used to explain or "justify" the reason for the new eForm action requested.
- 4. Enter the effective date for the request in the **Position Eff Date** field.
- The Copy Position field allows you to enter or look up an existing Position number to copy the position details to your new request, such as the Department, Job Code, Job Title, Standard Hours, FTE, Reports To, etc.

o, etc.	
vorites Main Menu > UTZ Customizations > eForms for HR/Payroll Actions > Action Request	
Employee Self-Service myUTShare	
New Position Request	
Action	
Actions New Position Request T Status	Request ID
Justification	Request Date
	Processing Messages
	Request History
Position Copy Position	

6. The **Proposed Position Information** section is used to enter the key attributes for the position:

Proposed Positio	n Information
Position	
*Status	Active •
Company	University of Texas, San Anton 🔹
*Business Unit	UTS02 Q VP of Academic Affairs
*Department	٩
*Job Code	Q
*Job Title	
Reg/Temp	T
Full/Part Time	T
FLSA Status	Ÿ
*Empl Class	Ŧ
*Sal Plan	T
*FTE	0.000000
*Stnd Hrs/Wk	
*Max Head Cnt	1
*Reports To Pos	Q
Reports To Name	
*Location Code	Q
*Mail Drop ID	
	Budgeted Position

a) The **Position** field will update with the new Position ID number once the eForm has been final approved and completely processed in the system.

b) The position Status defaults to "Active".

c) The **Business Unit** and **Company** should default appropriately but you may change the default values if needed.

d) Enter or look up the **Department.**

e) Enter or look up the **Job Code**. Once the Job Code has been entered, the Following information will populate: Job Title, Regular/Temp, Full/Part Time, FLSA Status (NO FLSA-Exempt or Non-Exempt), Sal Plan,

f) FTE, Stnd Hrs/Wk, Reports To Pos, Location
Code and Mail Drop ID need to be entered
g) For the **Reports To Pos** field, enter or look up
the Position number which the new position will
report to. The "Reports To Name" and email will
display.

- 7. Select the checkbox next to each of the following options that applies for the new position:
 - Budgeted Position position is ongoing and will be budgeted year to year
- 8. Use the **Proposed Funding** section to provide the funding source for the position. Enter or look up the Cost Center or Project ID.

Note: Funding may be split between different Cost Centers or Projects but the total funding percentage must equal 100%. Use the plus or minus sign to add/remove an additional funding source.

- 9. Faculty positions do not need to complete these fields.
 - a) Purpose
 - b) Essential Functions
 - c) Minimum Qualifications
 - d) Preferred Qualifications
 - e) Working Conditions
- 10. Use the **Form Procedures** section to review a checklist and answer any questions or provide additional information.

Proposed Funding						<u>Find</u> First	【 1 of	1 🕨 Last
*Start Date 04/01/2018								+ -
Distribution Chartfields Project Info	<u>)</u>							
Cost Center Descr	Project/Grant		Project Descr	Funding End Date	Distrb %	Est. Expense		
Q		Q		Ħ			+	-
▶ Purpose								
Essential Functions								
Minimum Qualifications								
▶ Preferred Qualifications								
▶ Working Conditions								
▶ Attachments								
▶ Comments								
▼ Form Procedures								
If Benefits Eligible: Org Chart Current/Proposed A	ttached? Yes 🔻							
Position Justification Attached?	Yes 🔻							
Contact Information								
Save Submit Approve De	ny CallBack S	Genda	oack Cancel	Copy Check	Funds			

11. Once all the required fields have been completed, click the **Save** button. Notice a **Request ID** number has been assigned, with a **Status** of "Saved."

New POS Action	Requests	
Actions Justification		Request ID 00000087 Request Date 06/09/2017
		Processing Messages
		Request History

- 12. After you've added your attachments and comments, click the **Submit** button.
- 13. The eForm **Status** shows "Pending Approvals" and the current approval routing is displayed at the bottom of the page.

	New Position Regu	oct	T Status	Danding Anna	e vela	De sus st ID	
ctions	New Fosition Requ	est	* Status	Pending Appr	ovais	Request ID	0000008
ustification						Request Dat	
						Processing N	
						Request Hist	tory
epartmer	nt Approval						
9	EQUEST_ID=00	000087-	Pending				
1		000007.1	chung				
Pendir	a						
	Multiple Approvers						
G							
	0.00						
usiness	Office Approval						
¬ R	EQUEST_ID=00	000087:	Awaiting F	urther Appr	ovals		
Appointn	nents						
Not Ro		Not Re	And the second se		Routed		
	Multiple Approvers		Multiple Approv Budget Office	vers	Multiple App Human Resou		