



eForm Training for Graduate Student Employee Contract Pay

People Excellence

June 2021

Presented by:

Andrea McClure



Agenda

- Check-In
- Overview
- Timeline
- PeopleSoft
- Questions

Overview

- Establish uniform appointment processes to improve:
 - Consistent with month-to-month salary payments
 - No timesheet required

Timeline

- Submit eforms for brand new or rehired graduate student employees no later than 31 days before effective date
- CBC request needs to be submitted as soon as possible



PeopleSoft

- Similar to faculty- there will be 2 entries in PeopleSoft
 - Job Data
 - Contract Data



Job Data

- Grad Students will have an appointments for either:
 - Semester by semester
 - Academic Year (Fall/Spring)
 - Summer

View All				
Empl ID	Empl Record	Name	First Name	Last Name
6001520092	0	Weirui Shi	Weirui	Shi

Appointment Periods & FTE

Length	Start	End
New Hire Student Hire Date	8/16	8/31
Full Fiscal Year	9/1	8/31
Full Academic Year (if new hire)	8/16	5/31
Full Academic Year (if rehire with August existing appointment)	9/1	5/31
Fall Only	8/16	12/31
Spring Only	1/1	5/15
Summer Only	6/1	8/31

FTE	Hours
0.475	19
0.33	13
0.25	10



Job Data

- Job Data Displays
 - Start Date/End Date
 - Position info
 - Reports To
 - Hours/FTE
 - Contract Worth

Weirui Shi

Empl ID 6001520092

Employee

Empl Record 0

Work Location Details ?

|
 ⏪ ⏩
 1 of 1 ⏴ ⏵

*Effective Date 11/16/2020

Effective Sequence 0

*Action Rehire

HR Status Active

Reason Rehire - Same Institution

Payroll Status Active

*Job Indicator Primary Job

Current

Position Number 10035050

GRADUATE RESEARCH ASSISTANT

Position Entry Date 11/16/2020
 Position Management Record

Regulatory Region USA United States

Company SAN University of Texas, San Anton

Business Unit UTS02 VP of Academic Affairs

Department ASC008 COS BIOLOGY

Department Entry Date 11/16/2020

Location BSE BIOTECH SCIENCES & ENGRNG

Establishment ID SAN

UT San Antonio

Date Created 11/13/2020

Last Start Date 11/16/2020

Expected Job End Date 05/31/2021

End Job Automatically

Weirui Shi

Empl ID 6001520092

Employee

Empl Record 0

Job Information Details ?

|

Effective Date 11/16/2020

[Go To Row](#)

Effective Sequence 0

Action Rehire

HR Status Active

Reason Rehire - Same Institution

Payroll Status Active

Job Indicator Primary Job

Current

Job Code 10090A

GRADUATE RESEARCH ASSISTANT

Entry Date 11/16/2020

Supervisor Level

Reports To 10027522

PROFESSOR 6001024580 Nicole Wicha

Regular/Temporary Regular

Full/Part Part-Time

Empl Class GRA

Officer Code Not Applicable

Regular Shift Not Applicable

Shift Rate

Classified Ind Classified

Shift Factor

Standard Hours ?

Standard Hours 19.00

Work Period W Weekly

FTE 0.475000

Adds to FTE Actual Count?

Encumbrance Override

Weirui Shi

Empl ID 6001520092

Employee

Empl Record 0

Compensation Details ?

1 of 1

Effective Date 11/16/2020

Effective Sequence 0

HR Status Active

Payroll Status Active

Compensation Rate	20,296.30	USD
Academic Rate		

This is the **contract worth**. It takes the 9 or 4.5 month rate and adjusts the payment based on the hours/fte

Comparative Information ?

Pay Rates ?

Default Pay Components

(No Proration Selected)

Contract Change Prorate Option

Pay Components ?

*Rate Code	Seq	Comp Rate	Currency
1 CNTRCT	0	42,729.044210	USD

This is the **9 month or 4.5 month rate**. If this person worked 40 hours, this amount would equal the contract worth.



Contracts- Pay Types

- Faculty 9/9
 - Salary is paid over a 9 month period
 - Used for 9 month/full academic year (fall & spring)
- Pay Over Contract
 - Paid over a specific time period
 - 4.5 month payments (single semester)



Contract Entry

Weirui Shi

Employee

Empl ID 6001520092

Empl Record 0

Contract ID 0000001

Status Active

[Recalculate Contract](#)

Contract Information ?

Search | << < 1 of 1 > >>

*Effective Date 11/16/2020

Contract Pay Type **Pay Over Contract**

*Payment Term **Pay over 'X' months**

*Monthly Frequency **M** Monthly

Pay Period Hours

*Assign Hours To **Not Applicable**

*Contract Begin Date 11/16/2020

Calculation Method **Prorate**

*Daily Hours **8.00**

Payment Begin Date 11/16/2020

*Contract End Date 05/31/2021

Payment End Date 05/31/2021

Actual Start Date 11/16/2020

Termination Date 05/31/2021

Last Payment Date

School Schedule

- Exclude Holiday Schedule
- Prorate Hrs in Partial Period
- Renew Contract Automatically



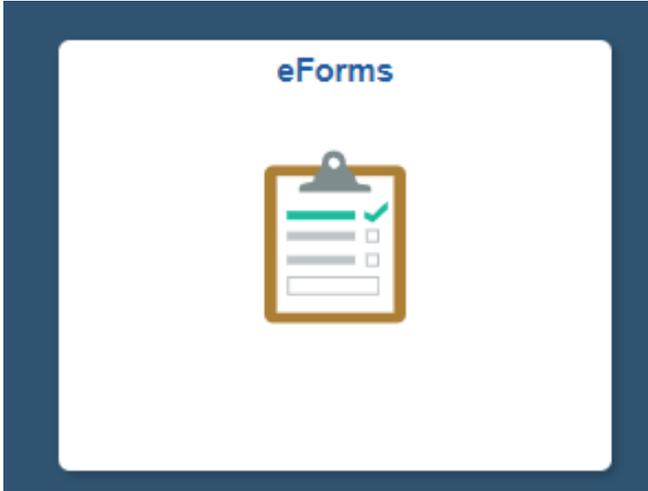
Workflow





Eform Submission

Navigation



Forms

- [View Existing Requests](#)
- [Create New Request](#)
- [My Pending Approvals](#)
- [Budget Overview](#)
- [Reports](#)

My Requests				
Request ID	eForms Action	Status	Name	
11 00000799	Return From Leave	Complete Manually	Dawson, Jessica K	
12 00000922	New Position Request	Completed		
13 00001050	Appointment	Approved	Hankins, Shamika	
14 00001051	Termination	Complete Manually	Salinas, Reynaldo	
15 00001235	Appointment	Approved	Sam Arella	

My Pending Approvals				
Request ID	eForms Action	Status	Name	
6 00000799	Return From Leave	Pending Approvals	Dawson, Jessica K	
7 00000791	New Position Request	Pending Approvals	Tony Stark	
		Pending Approvals	Southerby, JD	
		Pending Approvals	Elmer Fudd	

Human Resources

- [REMINDER: Notice to all benefits eligible employees regarding Vacation Leave Balances](#)
- [IMPORTANT - Pay Advice ESS Instructions](#)
- [More...](#)

Finance

- [Disbursements & Travel Services \(DTS\) Training Materials](#)
- [More...](#)

System Announcements

- [Leave Accrual Availability](#)
- [Paycheck View Availability](#)
- [Timesheet Deadlines](#)
- [Retrieving and Understanding Your Compensatory Time Balances](#)
- [More...](#)

Click any link to take you to the appropriate pages

Initiate eForm Request

Favorites | Main Menu

Employee Self-Service | myUTShare

Personalize: Content | Layout

Click Create New Request

eForms

[View Existing Requests](#)

Create New Request

[My Pending Approvals](#)

[Budget Overview](#)

[Reports](#)

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My Pending Approvals				
Request ID	eForms Action	Status	Name	
6 00000799	Return From Leave	Pending Approvals	Dawson, Jessica K	
7 00000791	New Position Request	Pending Approvals		
8 00001385	Appointment	Pending Approvals	Tony Stark	
9 00001229	Appointment	Pending Approvals	Southerby, JD	
10 00001382	Appointment	Pending Approvals	Elmer Fudd	

Admin				
Request ID	eForms Action	Status	Name	
1 Request ID				

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
Straight Comp	5.00 Hours

[Details](#)

UTSA Announcements

[Human Resources](#)

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[More...](#)

[Finance](#)

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[More...](#)

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[More...](#)



eForm Action Types

Appointment

- Hire
 - Brand new hires
 - Used to create new empl record(s) for dual appointments
- Rehire
 - Same Institution – Worked at UTSA in the past

Initiate eForm Request

Initiate New eForms Request

Action

Actions Status

Justification

- Request ID
- Request Date
- Processing Messages
- Request History

▼ Contact Information

Entered By

Name Cory Thomas
Phone 210/458-4250
Email ID cory.thomas@utsa.edu
Dept ID BHR001 HUMAN RESOURCE SERVICES

Secondary Contact

Name

Phone

 Notify

 Add

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

Action

Actions Appointment Status

*Justification Hire a new GRA

In the **Justification** box, explain the purpose of the request. Include Contract Worth

Employee Information

Empl ID

Search

[Show Current Additional Pay](#)

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

Employment Information

*Hire Type *Hire Reason

*Start Date Expected End Date End Job Automatically

*Position Posted Flag

Posting ID

Current and Future Incumbents

Empl ID	Empl Rcd	Name	Position Entry Date
	0		

Either type in the **Empl ID** for an existing employee or click the **Search** button to search for an employee

Res, Ext Transfers

ing semester

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

Employee Information

Empl ID

[Show Current Additional Pay](#)

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

Search Match

First Name

Last Name

Empl ID 

Find  First 									
Name and ID		Phone	Address						
Source ID	Company	Empl ID	Universal ID	Type of Name	Date	National ID			
1									

Type in the employee's First Name, Last Name, and/or Empl ID, and click **Search**

Search Match

First Name
Last Name
Empl ID

The results can be filtered by any of the column headers. Click **Select** to pull in the employee's information into the form

	Source ID	Company		Empl ID	Universal ID	Type of Name	First Name	Middle Name	Last Name	BirthDate	National ID
1	HR/FIN		<input type="button" value="Select"/>	6001271785		PRI	Jonathon		Martinez		*****XXXX
2	HR/FIN	EL Paso CS	<input type="button" value="Select"/>	6001009713		PRI	Jonathan	Antonio	Martel	07/12	*****1582
3	HR/FIN	Arlington CS	<input type="button" value="Select"/>	1000673906		PRI	Jonathon	Andrew	Maxey	07/25	*****3008
4	HR/FIN	Arlington CS	<input type="button" value="Select"/>	1000883906		PRI	Jonathan	E	Martinez	06/15	*****5330
5	HR/FIN	Permian Basin CS	<input type="button" value="Select"/>	6001042044		PRI	Jonathan	Mark	Marrs	04/12	*****9687
6	HR/FIN	San Antonio CS	<input type="button" value="Select"/>	6001032461		PRI	Jonathan	Lehman	Mason	11/29	*****6795
7	HR/FIN	EL Paso CS	<input type="button" value="Select"/>	6001010316		PR				24	*****5760
8	HR/FIN	San Antonio CS	<input type="button" value="Select"/>	6001021142		PR				31	*****7742
9	HR/FIN	Arlington CS	<input type="button" value="Select"/>	1000410826		PR				31	*****7327
10	HR/FIN	Tyler CS	<input type="button" value="Select"/>	5000420951		PR				16	*****5543
11	HR/FIN	EL Paso CS	<input type="button" value="Select"/>	6001037466		PR				22	*****1432
12	HR/FIN	Brownsville CS	<input type="button" value="Select"/>	6001036043		PR				12	*****3000
13	HR/FIN	San Antonio CS	<input type="button" value="Select"/>	6001125730		PR				04	*****8864
14	HR/FIN	Arlington CS	<input type="button" value="Select"/>	1000957492		PRI	Jonathan	Emmanuel	Madewell	12/10	*****4868
15	HR/FIN	San Antonio CS	<input type="button" value="Select"/>	6001141435		PRI	Jonathan		Macias	03/01	*****1151

If the employee doesn't exist, click **Cancel** to return to the form

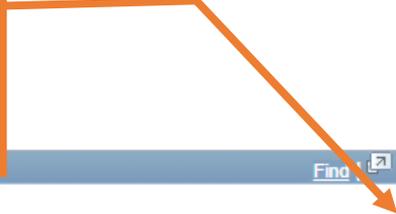
Search Match

First Name

Last Name

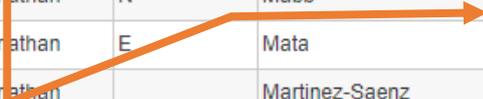
Empl ID

National ID will display last 4 of SSN



	Source ID	Company		Empl ID	Universal ID	Type of Name	First Name	Middle Name	Last Name	BirthDate	National ID
1	HR/FIN		<input type="button" value="Select"/>	6001271785		PRI	Jonathon		Martinez		*****XXXX
2	HR/FIN	EL Paso CS	<input type="button" value="Select"/>	6001009713		PRI	Jonathan	Antonio	Martel	07/12	*****1582
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7	HR/FIN	EL Paso CS					Jonathan		Macias	11/24	*****5760
8	HR/FIN	San Antonio CS					Jonathan	Edward	Martinez	08/31	*****7742
9	HR/FIN	Arlington CS					Jonathan	N	Mabb	01/31	*****7327
10	HR/FIN	Tyler CS					Jonathan	E	Mata	01/16	*****5543
11	HR/FIN	EL Paso CS					Jonathan		Martinez-Saenz	01/22	*****1432
12	HR/FIN	Brownsville CS					Jonathan		Martinez	04/12	*****3000
13	HR/FIN	San Antonio CS					Jonathan	Anthony	Martinez	03/04	*****8864
14	HR/FIN	Arlington CS	<input type="button" value="Select"/>	1000957492		PRI	Jonathan	Emmanuel	Madewell	12/10	*****4868
15	HR/FIN	San Antonio CS	<input type="button" value="Select"/>	6001141435		PRI	Jonathan		Macias	03/01	*****1151

Review the SSN and DOB to complete your search



Search Match

First Name

Last Name

Empl ID 

Name and ID		Phone	Address		Empl ID	Universal ID	Type of Name	First Name	Middle Name	Last Name	BirthDate	National ID
1	HR/FIN			<input type="button" value="Select"/>	6001271785		PRI	Jonathon		Martinez		*****XXXX
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13	HR/FIN	San Antonio CS		<input type="button" value="Select"/>	6001125730		PR				04	*****8864
14	HR/FIN	Arlington CS		<input type="button" value="Select"/>	1000957492		PRI	Jonathan	Emmanuel	Madewell	12/10	*****4868
15	HR/FIN	San Antonio CS		<input type="button" value="Select"/>	6001141435		PRI	Jonathan		Macias	03/01	*****1151

If the employee doesn't exist, click **Cancel** to return to the form

Employment Information

*Hire Type *Hire Reason

*Start Date Expected End Date End Job Automatically

*Position

Posting ID

Current and Future Incumbents

Empl ID	Empl Rcd	Name
	0	

Proposed Job Information

*Empl Class

*Pay Group

FICA Status

Comp Frqncy

FTE

*Rate @ 100%

Rate @ FTE

Monthly Rate @ FTE

*Hourly Rate

Select the **Hire Type**

Hire = New to UTSA

Employment Information

*Hire Type *Hire Reason

*Start Date

*Position

Posted Flag

Posting ID

Current and	Expected En	Position Entry Date
Empl ID	Empl ID	
	0	

Proposed Job Information

*Empl Class

*Pay Group

FICA Status

Comp Frqncy

FTE

*Rate @ 100%

Rate @ FTE

Monthly Rate @ FTE

*Hourly Rate

If Hire is selected, then the hire reason will be **Hire**.

Type: Hire = Reason: Hire

Employment Information

*Hire Type *Hire Reason

*Start Date Expected End Date End Job Automatically

*Position

Posting ID

Current and Future Incumbents

Empl ID	Empl Rcd	Name
	0	

Proposed Job Information

*Empl Class

*Pay Group

FICA Status

Comp Frqncy

FTE

*Rate @ 100%

Rate @ FTE

Monthly Rate @ FTE

*Hourly Rate

Select the **Hire Type**

Rehire = Existing/Former UTSA employee

Employment Information

*Hire Type: ▼

*Hire Reason: ▼

*Start Date: 

*Position: 

Posted Flag

Posting ID:

Expected End:

Current and

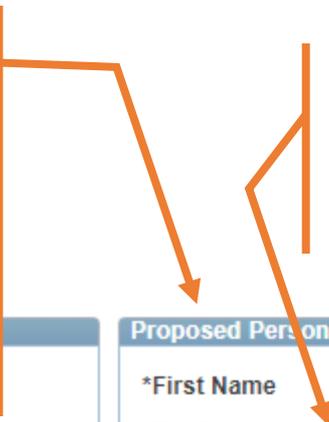
Empl ID	Empl Rcd	Name	Position Entry Date
	0		

If Rehire is selected, then the hire reason will be one of the following:

Rehire: Same Institution

If Rehire is selected, the personal information section will load with the data already in PS. Use the **Proposed Personal Information** section to update, as necessary.

Do not use special characters



Middle	L
Last Name	Barrera
Address 1	1550 West
Address 2	
City	Plano
State	TX
Zip	75075-8683
County	Collin
Country	USA
Birth Date	06/23/1984
SSN	***-**-9795
Gender	Male
Home Email	
Home Phone	
Business Phone	

Proposed Personal Information	
*First Name	Enrique
Mid Name	L
*Last Name	Barrera
*Address 1	1550 West Plano Parkway Clean Address
Address 2	
*City	Plano
State	TX
*Zip	75075-8683
*County	Collin
*Country	USA
*Birth Date	06/23/1984
*SSN	***-**-9795
*Gender	Male
*Home Email	noneyobiz@yahoo.com
*Home Phone	210/218-8666
Business Phone	

Employment Information

*Hire Type *Hire Reason

*Start Date Expected End Date End Job Automatically

*Position

Posted Flag

Current and Future Incumbents

Empl ID	Empl Rcd	Name	Position Entry Date
	0		

Enter the **Start Date** and **End Date**.

If an End Date is entered, click the **End Job Automatically** button

Proposed Job Information

*Empl Class

*Pay Group

FICA Status

Comp Frqncy

FTE

*Rate @ 100%

Rate @ FTE

Monthly Rate @ FTE

*Hourly Rate

Position Information

- COS pilot group job codes/titles
 - 10090A – Graduate Research Assistant
 - 10063A – Teaching Assistant I
 - 10062A – Teaching Assistant II
- New job codes/titles
 - 10090 Graduate Research Assistant I
 - 10061 Graduate Research Assistant II
 - 10063 Graduate Teaching Assistant I
 - 10062 Graduate Teaching Assistant II
 - 10058 Graduate Services Assistant

Employment Information

*Hire Type *Hire Reason

*Start Date Expected End Date End Job Automatically

*Position

Posted Flag

Current and Future Incumbents

Empl ID	Empl Rcd	Name	Position Entry Date
	0		

Enter the **Position** number.
Click the **Magnifying Glass** to search for positions

Proposed Job Information

*Empl Class

*Pay Group

FICA Status

Comp Frqncy

FTE

*Rate @ 100%

Rate @ FTE

Monthly Rate @ FTE

*Hourly Rate

Look Up Position

? Help

Position Number:

Description:

Business Unit:

Department:

Job Code:

Position Status:

Reports To Position Number:

Empl ID:

Empl Record:

Name (LN, FN):

Pay Group:

Incumbent Status:

[Basic Lookup](#)

The search results will default to your current **Department**

Search Results

Only the first 300 results can be displayed.

[View 100](#)

First 1-300 of 300 Last

Position Number	Description	Business Unit	Department	Job Code	Position Status	Key Position	Max Head Count	Reports To Position Number	Employee Classification	Empl ID	Empl Record	Name (LN, FN)	Pay Group	Incumbent Status
10029469	ADMIN/TCHN ASSIGNMENT	UTS02	AEN004	19012	Approved	No	1	10027436	CL	(blank)	(blank)	(blank)	(blank)	(blank)
10028174	ADMINISTRATIVE ASSOCIATE II	UTS02	AEN004	19026	Approved	No	1	10026955	CL	6001130104	0	Garcia, Mercedes	MNF	Current
10028174	ADMINISTRATIVE ASSOCIATE II	UTS02	AEN004	19026	Approved	No	1	10026955	CL	6001019651	0	Puckett, Gabrielle K	MNF	Past
10029468	ADMINISTRATIVE MANAGER	UTS02	AEN004	19018	Approved	No	1	10026955	CL	6001020520	0	Campos, Jose B	RET	Current
10031231	ASSISTANT DEPARTMENT CHAIR	UTS02	AEN004	10031	Approved	No	1	10026955	A and P	6001025578	2	Manteufel, Randall D	F9M	Current
10033910	ASSISTANT PROFESSOR	UTS02	AEN004	10030	Approved	No	1	10026955	FA1	6001041342	1	Maldonado, Victor Hugo	F9M	Current
10030612	ASSISTANT PROFESSOR	UTS02	AEN004	10030	Approved	No	1	10026955	FA1	6001015465	0	Alaeddini, Adel	F9M	Current
10031840	ASSISTANT PROFESSOR	UTS02	AEN004	10030	Approved	No	1	10026955	FA1	6001037559	0	Dong, Bing	F9M	Current
10027275	ASSISTANT PROFESSOR	UTS02	AEN004	10030	Approved	No	1	10026955	FA1	6001271780	0	Brown, Brodie	F9M	Current
10027998	ASSOCIATE PROFESSOR	UTS02	AEN004	10020	Approved	No	1	10026955	FA1	6001021882	0	Bhaganagar, Kiran	F9M	Current
10027625	ASSOCIATE PROFESSOR	UTS02	AEN004	10020	Approved	No	1	10026955	FA1	6001025578	0	Manteufel, Randall D	F9M	Current
10027926	ASSOCIATE PROFESSOR	UTS02	AEN004	10020	Approved	No	1	10026955	FA1	6001020084	0	Wan, Hung-Da	F9M	Current

Look Up Position

Position Number:

Description:

Business Unit:

Department:

Job Code:

Position Status:

Reports To Position Number:

Empl ID:

Empl Record:

Name (LN, FN):

Pay Group:

Incumbent Status:

On the **Look Up Position** screen, a position can be filtered by any of the search criteria

[Basic Lookup](#)

Search Results

Only the first 300 results can be displayed.

[View 100](#) First 1-300 of 300 Last

Position Number	Description	Business Unit	Department	Job Code	Position Status	Key Position	Max Head Count	Reports To Position Number	Employee Classification	Empl ID	Empl Record	Name (LN, FN)	Pay Group	Incumbent Status
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10028174	ADMINISTRATIVE ASSOCIATE II	UTS02	AEN004	19026	Approved	No	1	10026955	CL	6001130104	0	Garcia, Mercedes	MNF	Current
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10031231	ASSISTANT DEPARTMENT CHAIR	UTS02	AEN004	10031	Approved	No	1	10026955	A and P	6001025578	2	Manteufel, Randall D	F9M	Current
10033910	ASSISTANT PROFESSOR	UTS02	AEN004	10030	Approved	No	1	10026955	FA1	6001041342	1	Maldonado, Victor Hugo	F9M	Current
10030612	ASSISTANT PROFESSOR	UTS02	AEN004	10030	Approved	No	1	10026955	FA1	6001015465	0	Alaeddini, Adel	F9M	Current
10031840	ASSISTANT PROFESSOR	UTS02	AEN004	10030	Approved	No	1	10026955	FA1	6001037559	0	Dong, Bing	F9M	Current
10027275	ASSISTANT PROFESSOR	UTS02	AEN004	10030	Approved	No	1	10026955	FA1	6001271780	0	Brown, Brodie	F9M	Current
10027998	ASSOCIATE PROFESSOR	UTS02	AEN004	10020	Approved	No	1	10026955	FA1	6001021882	0	Bhaganagar, Kiran	F9M	Current
10027625	ASSOCIATE PROFESSOR	UTS02	AEN004	10020	Approved	No	1	10026955	FA1	6001025578	0	Manteufel, Randall D	F9M	Current
10027926	ASSOCIATE PROFESSOR	UTS02	AEN004	10020	Approved	No	1	10026955	FA1	6001020084	0	Wan, Hung-Da	F9M	Current

Position Number:

Description:

Business Unit:

Department:

Job Code:

Position Status:

Reports To Position Number:

Empl ID:

Empl Record:

Name (LN, FN):

Pay Group:

Incumbent Status:

The search results can be sorted by clicking on any of the column headers

[Basic Lookup](#)

Search Results

View 100

Position Number	Description	Business Unit	Department	Job Code	Position Status	Key Position	Max Head Count	Reports To Position Number	Employee Classification	Empl ID	Empl Record	Name (LN, FN)
10029430	GRADUATE RESEARCH ASSISTANT	UTS02	AEN004	10090	Approved	No	1	10026955	Grad Stu	(blank)	(blank)	(blank)
10032507	GRADUATE RESEARCH ASSISTANT	UTS02	AEN004	10090	Approved	No	1	10033910	Grad Stu	(blank)	(blank)	(blank)
10028729	GRADUATE RESEARCH ASSISTANT	UTS02	AEN004	10090	Approved	No	1	10027436	Grad Stu	(blank)	(blank)	(blank)
10092652	GRADUATE RESEARCH ASSISTANT	UTS02	AEN004	10090	Approved	No	1	10030612	Grad Stu	(blank)	(blank)	(blank)
10092956	GRADUATE RESEARCH ASSISTANT	UTS02	AEN004	10090	Approved	No	1	10029468	Grad Stu	(blank)	(blank)	(blank)
10033168	GRADUATE RESEARCH ASSISTANT	UTS02	AEN004	10090	Approved	No	1	10030465	Grad Stu	(blank)	(blank)	(blank)
10025084	GRADUATE RESEARCH ASSISTANT	UTS02	AEN004	10090	Approved	No	1	10026955	Grad Stu	(blank)	(blank)	(blank)

Position Number:

Description:

Business Unit:

Department:

Job Code:

Position Status:

Reports To Position Number:

Empl ID:

Empl Record:

Name (LN, FN):

Pay Group:

Incumbent Status:

If the **Empl ID** and **Name** show as **'Blank'**, this indicates the position is currently vacant

Click on the position to bring it over to the form

Search Results

View 100

Position Number	Description	Business Unit	Department	Job Code	Position Status	Key Position	Max Head Count	Reports To Position Number	Employee Classification	Empl ID	Empl Record	Name (LN, FN)
10029430	GRADUATE RESEARCH ASSISTANT	UTS02	AEN004	10090	Approved	No	1	10026955	Grad Stu	(blank)	(blank)	(blank)
10032507	GRADUATE RESEARCH ASSISTANT	UTS02	AEN004	10090	Approved	No	1	10033910	Grad Stu	(blank)	(blank)	(blank)
10028729	GRADUATE RESEARCH ASSISTANT	UTS02	AEN004	10090	Approved	No	1	10027436	Grad Stu	(blank)	(blank)	(blank)
10092652	GRADUATE RESEARCH ASSISTANT	UTS02	AEN004	10090	Approved	No	1	10030612	Grad Stu	(blank)	(blank)	(blank)
10092956	GRADUATE RESEARCH ASSISTANT	UTS02	AEN004	10090	Approved	No	1	10029468	Grad Stu	(blank)	(blank)	(blank)
10033168	GRADUATE RESEARCH ASSISTANT	UTS02	AEN004	10090	Approved	No	1	10030465	Grad Stu	(blank)	(blank)	(blank)
10025084	GRADUATE RESEARCH ASSISTANT	UTS02	AEN004	10090	Approved	No	1	10026955	Grad Stu	(blank)	(blank)	(blank)

Employee Information

Empl ID

[Show Current Additional Pay](#)

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

Employment Information

*Hire Type *Hire Reason

*Start Date Expected End Date End Job Automatically

*Position
 Posted
Job
Opening ID

Current and Future Incumbents			
Empl ID	Empl Rcd	Name	Position Entry Date
	0		

Proposed Job Information

*Pay Group
FICA Status
Comp Frqncy
FTE Std Hrs/Wk
*Proposed 9mo Academic Rate @100%
Proposed 9mo Academic Rate @FTE
Proposed Monthly @FTE

If the Position was filled **now or in the future**, the Incumbents information will appear

Employee Information

Empl ID Show Current Additional Pay

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

Employment Information

*Hire Type: *Hire Reason:

*Start Date: Expected End Date: End Job Automatically

*Position: Posted

Job Opening ID:

Current and Future Incumbents

Empl ID	Empl Rcd	Name	Position Entry Date
	0		

Proposed Job Information

*Pay Group:

FICA Status:

Comp Frqncy:

FTE: Std Hrs/Wk:

The **Pay Group**, **Comp Frequency**, and **FTE** will populate based on current position data.

Proposed Job Information

*Pay Group

FICA Status

Comp Frqncy

FTE Stnd Hrs/Wk

*Proposed 9mo Academic Rate @100%	<input type="text" value="82773.722"/>
Proposed 9mo Academic Rate @FTE	<input type="text" value="41386.861"/>
Proposed Monthly @FTE	<input type="text" value="4598.540"/>

Contract Information

Contract Action Contract #

*Pay Type

*Payment Term

*Contract Start Date

*Contract End Date

*Payment End Date

Contract Worth

Contract Options

Renewal Indic Renewal Count

Recalculate Flag:

Contract Change Prorate Options

Prorate Contract Change Amount

Lump Sum Retro Payment

Enter the **Contract Worth**.

The other 3 payment boxes will automatically fill in

Beware of changes to hours/fte

Hours were changed from 20 to 10. Same Contract Worth automatically updates Proposed Rates .

Proposed Job Information

*Pay Group

FICA Status

Comp Frqncy

FTE	0.500000	Std Hrs/Wk	20.00
*Proposed 9mo Academic Rate @100%	82773.722		
Proposed 9mo Academic Rate @FTE	41386.861		
Proposed Monthly @FTE	4598.540		

Contract Information

Contract Action

*Pay Type

*Payment Term

*Contract Start Date

*Contract End Date

*Payment End Date

Contract Worth

Proposed Job Information

*Pay Group

FICA Status

Comp Frqncy

FTE	0.250000	Std Hrs/Wk	10.00
*Proposed 9mo Academic Rate @100%	241276.596		
Proposed 9mo Academic Rate @FTE	60319.149		
Proposed Monthly @FTE	6702.128		

Contract Information

Contract Action

*Pay Type

*Payment Term

*Contract Start Date

*Contract End Date

*Payment End Date

Contract Worth

Proposed Job Information

*Pay Group

FICA Status

Comp Frqncy

FTE Stnd Hrs/Wk

*Proposed 9mo Academic Rate @100%	<input type="text" value="241276.596"/>
Proposed 9mo Academic Rate @FTE	<input type="text" value="60319.149"/>
Proposed Monthly @FTE	<input type="text" value="6702.128"/>

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

Contract Information

Contract Action Contract #

*Pay Type

*Payment Term

*Contract Start Date

*Contract End Date

Contract Worth

Proposed Job Information

Comp Frqncy

FTE

*Proposed 9mo Academic Rate @100%

Proposed 9mo Academic Rate @FTE

Proposed Monthly @FTE

Contract Information

Contract Action

*Contract Start Date

*Contract End Date

Contract Worth

Contract #

Contract Options

Renewal Indic

Renewal Count

Recalculate Flag:

Enter the **Contract Worth** in lieu of the 9-month Academic Rate (9 mos. Rate will populate based on the FTE, Contract Start/End Dates, and Contract Worth amount entered)

Proposed Job Information

Comp Frqncy

FTE

*Proposed 9mo Academic Rate @100%

Proposed 9mo Academic Rate @FTE

Proposed Monthly @FTE

Contract Information

Contract Action

*Contract Start Date

*Contract End Date

Contract Worth

Contract Renewals **should not** be used for Graduate Level Students

The Recalculate Contract Flag button must remain checked.

Contract Options

Renewal Indic

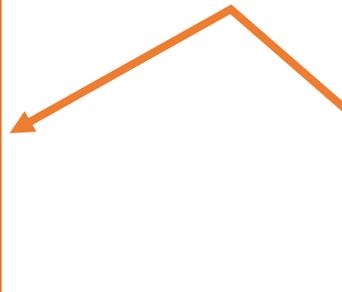
Renewal Count

Recalculate Flag:

Proposed Personal Information

*First Name	<input type="text" value="Jonathon"/>
Mid Name	<input type="text"/>
*Last Name	<input type="text" value="Martinez"/>
*Address 1	<input type="text" value="1313 Mockingbird Lane"/>
Address 2	<input type="text"/>
*City	<input type="text" value="San Antonio"/>
State	<input type="text" value="TX"/>
*Zip	<input type="text" value="78230"/>
*County	<input type="text" value="Bexar"/>
*Country	<input type="text" value="USA"/> <input type="text" value="United States"/>
*Birth Date	<input type="text" value="06/23/1984"/> <input type="button" value="B"/>
*SSN	<input type="text" value="***-**-6789"/>
*Gender	<input type="text" value="Male"/>
*Home Email	<input type="text" value="Jonathon.Martinez@gmail.com"/>
*Home Phone	<input type="text" value="2106187220"/>
Business Phone	<input type="text"/>

[Clean Address](#)



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

Proposed Personal Information

*First Name	<input type="text" value="Jonathon"/>
Mid Name	<input type="text"/>
*Last Name	<input type="text" value="Martinez"/>
*Address 1	<input type="text" value="1313 Mockingbird Lane"/>
Address 2	<input type="text"/>
*City	<input type="text" value="San Antonio"/>
State	<input type="text" value="TX"/>
*Zip	<input type="text" value="78230"/>
*County	<input type="text" value="Bexar"/>
*Country	USA <input type="text" value="United States"/>
*Birth Date	<input type="text" value="06/23/1984"/> <input type="text" value="31"/>
*SSN	<input type="text" value="***-**-6789"/>
*Gender	<input type="text" value="Male"/>
*Home Email	<input type="text" value="jonathon.mart@ymail.com"/>
*Home Phone	<input type="text" value="2106187220"/>
Business Phone	<input type="text"/>

[Clean Address](#)

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

Clean Address

Effective Date: 

Country

Address 1

Address 2

Address 3

City

State

Postal

County

[Validate Address](#)

[Clear](#)

Use the **Validate Address** link to verify the address against USPS.

Current Position Information	
Position	10033168 Profile ID
Effective Date	06/01/2015
Status	Active ▼
Company	University of Texas, San Anton ▼
Business Unit	UTS02 VP of Academic Affairs
Department	AEN004 COE MECHANICAL ENGINEERING
Job Code	10090 GRADUATE RESEARCH ASSISTANT
Job Title	GRADUATE RESEARCH ASSISTANT
Reg/Temp	Regular ▼
Full/Part Time	Part-Time ▼
FLSA Status	Exempt ▼
Empl Class	Graduate Research A ▼
FTE	0.500000
Std Hrs/Wk	20.00
Max Head Cnt	1
Reports To Pos	10030465
Reports To Name	
Reports To Email	
Location Code	BSE
Mail Drop ID	01360

Proposed Position Information	
Position	10033168
Effective Date	06/01/2015
Status	Active ▼
Company	University of Texas, San Anton ▼
Business Unit	UTS02 VP of Academic Affairs
Department	AEN004 COE MECHANICAL ENGINEERING
Job Code	
Job Title	
Reg/Temp	
Full/Part Time	
FLSA Status	Exempt ▼
Empl Class	Graduate Research As: ▼
*FTE	0.500000
Std Hrs/Wk	20.00
Max Head Cnt	1
Reports To Pos	10025017 🔍
Reports To Name	Ender Finol
Reports To Email	ender.finol@utsa.edu
Location Code	BSE 🔍
Mail Drop ID	01360

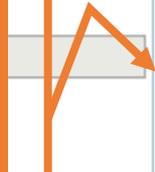
The eForm will display all of the **Current** position attributes



Current Position Information	
Position	10033168 Profile ID
Effective Date	06/01/2015
Status	Active
Company	University of Texas, San Anton
Business Unit	
Department	
Job Code	
Job Title	
Reg/Temp	
Full/Part Time	
FLSA Status	Exempt
Empl Class	Graduate Research A
FTE	0.500000
Std Hrs/Wk	20.00
Max Head Cnt	1
Reports To Pos	10030465
Reports To Name	
Reports To Email	
Location Code	BSE
Mail Drop ID	01360

Proposed Position Information	
Position	10033168
Effective Date	06/01/2015
Status	Active
Company	University of Texas, San Anton
Business Unit	UTS02 VP of Academic Affairs
Department	AEN004 COE MECHANICAL ENGINEERING
Job Code	10090 GRADUATE RESEARCH ASSISTANT
Job Title	GRADUATE RESEARCH ASSISTANT
Reg/Temp	Regular
Full/Part Time	Part-Time
FLSA Status	Exempt
Empl Class	Graduate Research As:
*FTE	0.500000
Std Hrs/Wk	20.00
Max Head Cnt	1
Reports To Pos	10025017
Reports To Name	Ender Finol
Reports To Email	ender.finol@utsa.edu
Location Code	BSE
Mail Drop ID	01360

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



Position Information

- Regular
 - Employee will work more than 4 ½ months
- Temporary
 - Employee will work no more than 4 ½ calendar months
- Full Time
 - Employee works 40 hours per week
- Part-Time
 - Employee works 39 hours or less per week

The **Current Funding** section displays the current effective funding on the position selected.



Current Funding

Find First 1 of 1 Last

Start Date 09/01/2020

Distribution Chartfields Project Info

Em Cd	Cost Center	Cost Center Descr	Project	Project Descr	Funding End Date	Distrb %	Est. Expense
	EGS106	ESE- GRAD INCR TUIT				100.000	

Proposed Funding

Find First 1 of 1 Last

*Start Date 01/16/2021

Distribution Chartfields Project Info

Em Cd	Cost Center	Cost Center Descr	Project/Grant	Project Descr	Funding End Date	Distrb %	Est. Expense
	EGS106	ESE- GRAD INCR TUIT				100.000	15,000.00

Current Funding Find First 1 of 1 Last

Start Date 09/01/2020

Distribution Chartfields Project Info

Ern Cd	Cost Center	Cost Center Descr	Project	Est. Expense
	EGS106	ESE- GRAD INCR TUIT		100.000

Under the **Proposed Funding** section, the **Start Date** will default to the Hire start date

Proposed Funding Find First 1 of 1 Last

Start Date 01/16/2021

Distribution Chartfields Project Info

Ern Cd	Cost Center	Cost Center Descr	Project/Grant	Project Descr	Funding End Date	Distrb %	Est. Expense
	EGS106	ESE- GRAD INCR TUIT				100.000	15,000.00

Enter 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

Current Funding

Start Date 09/01/2020

Distribution Chartfields Project Info

Ern Cd	Cost Center	Cost Center Descr	Project	Project D
	EGS106	ESE- GRAD INCR TUIT		

Proposed Funding

*Start Date 01/16/2021

Distribution Chartfields Project Info

Ern Cd	Cost Center	Cost Center Descr	Project/Grant	Project Descr	Funding End Date	Distrb %	Est. Expense
	EGS106	ESE- GRAD INCR TUIT				100.000	15,000.00

Answer the appropriate form questions



▶ Attachments

▶ Comments

▼ Form Procedures

Is the Employee a TRS Return to Work Retiree?

CBC Submitted?

Date of CBC Submission

Category of CBC Submitted

STUDENTS ONLY: Student enrolled in the Fall & Spring semesters within the past 60 months

▶ Contact Information

▶ Attachments

▶ Comments

▼ 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

Click the **Save** button

This has to be done prior to adding attachments or comments

The screenshot displays a web interface with two main sections: Attachments and Comments.

Attachments Section:

Type	Note
1	

Below the table is a button labeled "Add/Delete".

Comments Section:

Find First 1 of 1 Last

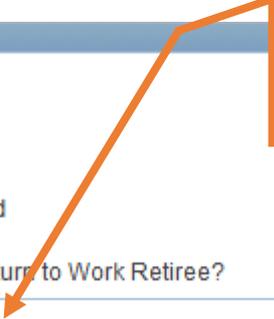
Add/Edit

Comment By DateTime

Instructional Callout:

Click **Add/Delete** to add Attachments

Save and 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

Department Approvals

Contact Information

Department Approvals

REQUEST_ID=00001134:Pending

Faculty/Student Appointment

Pending

[Multiple Approvers](#)
Department Head/Manager

Funding Approvals

REQUEST_ID=00001134:Awaiting Further Approvals

Funding Approvals

Not Routed

[Multiple Approvers](#)
FMS Cost Center Approver

Business Office Approvals

REQUEST_ID=00001134:Awaiting Further Approvals

Faculty/Student Appointments

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 shown.

Click on the **Multiple Approvers** link to display who can/will approve the form on the respective steps

[Save](#)[Submit](#)[Approve](#)[Deny](#)[CallBack](#)[Sendback](#)[Cancel](#)[Copy...](#)[Check Funds](#)

New Employee Requirements

- Attach Appointment Letter
- CBC – Required for brand new employees
 - Review [CBC category](#) requirements
 - CBC updates are provided on eForm comments section



Lessons Learned

- Do not submit eForms for the same person/position at the same time. It causes lots of problems
- Use the USA SSN, do not create a fake one
- Use clean address feature



Questions?



eForm Action Types

Contract Additions and Changes

Add Contracts

- Used to add addition semester contract (same empl record)
- **Must have active job record**

Will **NOT** be permitted on these contracts:

- Salary/Contract Worth
- FTE/Hours
- Contract Dates
- Title changes

Contracts: Add New or Change Existing

Action

Actions Status

*Justification

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

Select Emplid and Position Below

Employee Information

Empl ID

[Show Current Additional Pay](#)

*Select	Empl RCD	Job Indicator	Company	HR Status	Payroll Status	Eff Date	Action	Reason	Dept ID
1 <input checked="" type="checkbox"/>	0	Primary	SAN	Active	Active	11/16/2020	Rehire	Rehire - Same Institution	ASC008

Effective Date

Contracts: Add New or Change Existing

Action

Actions Status

*Justification

Type in the **Empl ID** for an existing active employee

Select Emplid and Position Below

Employee Information

Empl ID [Show Current Additional Pay](#)

*Select	Empl RCD	Job Indicator	Company	HR Status	Payroll Status	Eff Date	Action	Reason	Dept ID
1 <input checked="" type="checkbox"/>		0 Primary	SAN	Active	Active	11/16/2020	Rehire	Rehire - Same Institution	ASC008

Effective Date

Contracts: Add New or Change Existing

Action

Actions Status

*Justification *Test*
Create Spring Contract for GRA
CW \$10,000

Select the checkbox next to the Empl Record used for the new contract

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

Select Emplid and Position Below

Employee Information

Empl ID

[Show Current Additional Pay](#)

*Select	Empl RCD	Job Indicator	Company	HR Status	Pavroll Status	Eff Date	Action	Reason	Dept ID
1 <input checked="" type="checkbox"/>		0 Primary	SAN	Active	Active	11/16/2020	Rehire	Rehire - Same Institution	ASC008

Effective Date

Employee Information

Empl ID

Show Current Additional Pay

	Dept ID	Dept Name	Position	Position Title	Job Code	Job Title
1	ASC008	COS BIOLOGY	10035547	GRADUATE RESEARCH ASSISTANT	10090A	Graduate Research Assistant



Use the scroll bar to verify you are adding the contract to the correct empl record (if multiple are listed)

Contracts: Add New or Change Existing

Action

Actions Status

*Justification

Request ID
Request Date
Processing Mes
Request History

Select Emplid and Position Below

Employee Information

Empl ID

Show Current Ac

*Select	Empl RCD	Job Indicator	Company	HR Status	Payroll Status	Eff Date	Action	Reason
1 <input checked="" type="checkbox"/>	0	Primary	SAN	Active	Active	11/16/2020	Rehire	Rehire - Same Institution

Effective Date

The **Effective Date** will default to the current date; change it to match the contract **Start Date**.

Effective Date

Current Job Information

Empl Class

Pay Group

Comp Frqncy

FTE

Current 9 Mo Academic Rate @ 100%	<input type="text" value="180861.244"/>
Current 9 Mo Academic Rate @ FTE	<input type="text" value="85909.091"/>
Current Monthly@FTE	<input type="text" value="9545.455"/>
Academic Rate	<input type="text"/>

Expected Job End Date Auto End Job

Contract Information

Contract #

Pay Type

Payment Term

Contract Start Date

Contract End Date

Payment End Date

Contract Worth

Contract Options

Renewal Indic Renewal Count

Proposed Job Information

Empl Class

Pay Group

Comp Frqncy

*FTE

*Proposed 9 Mo

Proposed 9 Mo

Proposed Mont

Expected Job End Date Auto End Job

Contract Information

Contract Actn Contract #

*Pay Type

Payment Term

*Contract Start Date

*Contract End Date

*Payment End Date

Contract Worth

Contract Options

Renewal Indic Renewal Count

Recalculate Flag:

The eForm will display all of the **Current Job & Contract** information

Effective Date

Current Job Information

Empl Class

Pay Group

Comp Frqncy

FTE

Curr

Curr

Curr

Acad

Exp

End Job

Proposed Job Information can be modified, including FTE, 9 Mo Academic Rate, and Expected End Date (if necessary).

Proposed Job Information

Empl Class

Pay Group

Comp Frqncy

*FTE Std Hrs/Wk

*Proposed 9 Mo Academic Rate @ 100%

Proposed 9 Mo Academic Rate @ FTE

Proposed Monthly@FTE

Expected Job End Date Auto End Job

Contract Information

Contract #

Pay Type

Payment Term

Contract Start Date

Contract End Date

Contract Worth

Contract Options

Renewal Indic Renewal Count

Contract Information

Contract Actn Contract #

*Pay Type

Payment Term

*Contract Start Date

*Contract End Date

Contract Worth

Contract Options

Renewal Indic Renewal Count

Recalculate Flag:

Effective Date

Current Job Information

Empl Class

Pay Group

Comp Frqncy

FTE

Current 9 Mo Academic Rate @ 100%

**Choose the Contract Action:
Create New Contract**

Proposed Job Information

Empl Class

Pay Group

Comp Frqncy

*FTE Std Hrs/Wk

*Proposed 9 Mo Academic Rate @ 100%

Proposed 9 Mo Academic Rate @ FTE

Proposed Monthly@FTE

Expected Job End Date Auto End Job

Contract Information

Contract #

Pay Type

Payment Term

Contract Start Date

Contract End Date

Contract Worth

Contract Options

Renewal Indic Renewal Count

Contract Information

Contract Actn Contract #

*Pay Type

Payment Term

*Contract Start Date

*Contract End Date

Contract Worth

Contract Options

Renewal Indic Renewal Count

Recalculate Flag:

Effective Date

Current Job Information

Empl Class

Pay Group

Comp Frqncy

FTE

Current 9 Mo Academic Rate @ 100%

Pay Type: Faculty 9/9 Pay Over Contract



Contract #

Pay Type

Payment Term

Contract Start Date

Contract End Date

Contract Worth

Contract Options

Renewal Indic Renewal Count

Proposed Job Information

Empl Class

Pay Group

Comp Frqncy

*FTE Stnd Hrs/Wk

*Proposed 9 Mo Academic Rate @ 100%

Proposed 9 Mo Academic Rate @ FTE

Proposed Monthly@FTE

Expected Job End Date Auto End Job

Contract Information

Contract Actn Contract #

*Pay Type

Payment Term

*Contract Start Date

*Contract End Date

Contract Worth

Contract Options

Renewal Indic Renewal Count

Recalculate Flag:



Contracts- Pay Types

- Faculty 9/9
 - Salary is paid over a 9 month period
 - Used for 9 month/full academic year (fall & spring)
- Pay Over Contract
 - Paid over a specific time period
 - 4.5 month payments (single semester)

Effective Date

Current Job Information

Empl Class

Pay Group

Comp Frqncy

FTE

Current 9 Mo Academic Rate @ 100%

Current 9 Mo Academic Rate @ FTE

Current Monthly@FTE

Academic Rate

Expected Job End Date Auto End Job

Proposed Job Information

Empl Class

Pay Group

Comp Frqncy

*FTE Std Hrs/Wk

*Proposed 9 Mo Academic Rate @ 100%

Proposed 9 Mo Academic Rate @ FTE

Proposed Monthly@FTE

Expected Job End Date Auto End Job

Contract Information

Contract Actn Contract #

*Pay Type

Payment Term

*Contract Start Date

*Contract End Date

Contract Worth

Contract Options

Renewal Indic Renewal Count

Recalculate Flag:

Payment Term:
Pay Over X Dates
Pay Over 4.5 Months

Effective Date 

Current Job Information

Empl Class

Pay Group

Comp Frqncy

FTE

Current 9 Mo Academic Rate @ 100%	<input type="text" value="180861.244"/>
Current 9 Mo Academic Rate @ FTE	<input type="text" value="85909.091"/>
Current Monthly@FTE	<input type="text" value="9545.455"/>
Academic Rate	<input type="text"/>
Expected Job End Date	<input type="text" value="01/15/2021"/>  <input checked="" type="checkbox"/> Auto End Job

Contract Worth

Contract Options

Renewal Indic Renewal Count

Proposed Job Information

Empl Class

Pay Group

Comp Frqncy

*FTE Std Hrs/Wk

*Proposed 9 Mo Academic Rate @ 100%	<input type="text" value="42329.227"/>
Proposed 9 Mo Academic Rate @ FTE	<input type="text" value="20106.383"/>
Proposed Monthly@FTE	<input type="text" value="2234.043"/>
Expected Job End Date	<input type="text" value="05/31/2021"/>  <input checked="" type="checkbox"/> Auto End Job

Contract Information

Contract Actn Contract #

*Pay Type

Payment Term

Contract Start Date 

Contract End Date 

Contract Worth

Contract Options

Renewal Indic Renewal Count

Recalculate Flag:

Enter the Contract Start Date and Contract End Date



Effective Date

Current Job Information

Empl Class

Pay Group

Comp Frqncy

FTE

Current 9 Mo Academic Rate @ 100%

Current 9 Mo Academic Rate @ FTE

Current Monthly@FTE

Academic Rate

Expected Job End Date Auto End Job

Contract Information

Contract #

Enter Contract Worth in lieu of entering 9 Mo Academic Rate (optional)

Contract Worth

Contract Options

Renewal Indic Renewal Count

Proposed Job Information

Empl Class

Pay Group

Comp Frqncy

*FTE Std Hrs/Wk

*Proposed 9 Mo Academic Rate @ 100%

Proposed 9 Mo Academic Rate @ FTE

Proposed Monthly@FTE

Expected Job End Date Auto End Job

Contract Information

Contract Actn Contract #

*Pay Type

Payment Term

*Contract Start Date

*Contract End Date

Contract Worth

Contract Options

Renewal Indic Renewal Count

Recalculate Flag:

Effective Date 01/16/2021

Contract Renewals **should not** be used for Graduate Level Students

The Recalculate Contract Flag button must remain checked.

Proposed Job Information

Empl Class Graduate Research Assistant
Pay Group UTSA Monthly
Comp Frqcy Contract
*FTE 0.475000 Stnd Hrs/Wk
*Proposed 9 Mo Academic Rate @ 100% 42329.227
Proposed 9 Mo Academic Rate @ FTE 20106.383
Proposed Monthly@FTE 2234.043
Expected Job End Date 05/31/2021 Auto End Job

Contract Information

Contract Actn Create New Contract Contract #
*Pay Type Pay Over Contract
Payment Term Pay Over 'X' Dates
*Contract Start Date 01/16/2021
*Contract End Date 05/31/2021

Contract Worth 10000.000

Contract Options

Renewal Indic Renewal Count
Recalculate Flag:

Proposed Funding should match your new contract start date.

Current Funding ▶ Last

Start Date 11/16/2020

Distribution | Chartfields | Project Info 

Ern Cd	Cost Center	Cost Center Descr	Project	Project Descr	Funding End Date	Distrb %	Est. Expense
	E00018	JONES ENDW CHAIR BIOTECH EXP				100.000	

Proposed Funding Find First ◀ 1 of 1 ▶ Last  

*Start Date 01/16/2021 

Distribution | Chartfields | Project Info 

Ern Cd	Cost Center	Cost Center Descr	Project/Grant	Project Descr	Funding End Date	Distrb %	Est. Expense
	E00018 	JONES ENDW CHAIR BIOTECH EXP	<input type="text"/>	<input type="text"/>	<input type="text"/> 	100.000	<input type="text"/>  

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

The image shows a screenshot of a web application interface. At the top, there are three blue horizontal bars with white text and a right-pointing chevron: 'Attachments', 'Comments', and 'Contact Information'. Below these bars is a row of nine buttons: 'Save', 'Submit', 'Approve', 'Deny', 'CallBack', 'Sendback', 'Cancel', 'Copy...', and 'Check Funds'. An orange callout box with a black border is positioned above the 'Submit' button. The text inside the box reads: 'Save and Submit form to forward the request for approval'. An orange arrow points from the top-left corner of the callout box to the 'Submit' button. The 'Submit' button itself is highlighted with an orange border.



Common Warnings

*** Warning *** another request pending for this position/emplid. Request ID: 0000000

Another eForm is pending for person or position – DO NOT create or save more than one eForm at a time. You MUST wait until the first eForm is COMPLETED

Error Insufficient Funds Please Adjust Funding Before Continuing

Funding or Budget – Contact your Budget representative to clear the warning or error

Position Maximum head count will be exceeded

Position is already filled – Check and make sure you are using the correct eForm. A Contract Addition may be required if they are already Active in the position or you may need to choose another position number that is not filled

Terminating the primary appointment will result in changes to status and benefits.

Terminating primary position – Confirm you are terminating the correct position(s)

Please perform a search match

Search Match is required - Click the SEARCH button at the top of the eForm

Budget

Proposed Funding Section

- Previously funding end dates were allowed on Cost Centers to limit salary encumbrances
- With contract appointments, GRA and GTA appointments no longer need funding end dates on cost centers
- In addition, project funding end dates do not need to match the expected end date of the contract
- The contract worth and estimated expense will match with the change to contracts



Questions & Reminders

The following changes to Contracts will not be permitted. These changes must be future dated, no retro:

- Salary/Contract Worth
- FTE/Hours
- Contract Dates
- GRA>GTA or GTA>GRA on the same appointment

Contact

- [PE Website](#)
- 210-458-4250
- hr@utsa.edu