

Job Attribute Change-End Date Job Aid

The **Job Attribute Change** eForm is used to update an existing employee’s job information. This may include updating their pay rate, FTE, standard hours, etc.

Modify an Employee’s End Date

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 **Job Data Attribute Change** option from the “Action” drop down menu.
3. The **Job Attribute Change** eForm is displayed. Use the **Justification** text box to explain or “justify” the reason for the new eForm action requested.
4. Enter the **Empl ID** of the employee that needs a job update, or click the magnifying glass to search for the Empl ID number.
 - a. The Employee Information section will display all of the current job information. If the employee has multiple job records, you will need to select the job record you would like to change.

Employee Information										
*Empl ID 6001204484 <input type="text"/>										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	11/09/2017	Data Change	Expected End Date	AEH007	

5. Enter the **Effective Date** of the proposed change. This should be BEFORE the employee’s job is scheduled to end.
6. From the **Action** dropdown box, select **Data Change**.
7. From the **Change Reason** dropdown box, select **Expected End Date**. *Use Working Retiree Data Chg, if your employee is retired.

1 <input checked="" type="checkbox"/>	0	Primary	SAN	Active	Active	11/09/2017	Data Change	Expected End Date	AEH007	
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Job Change Information	
*Effective Date	05/15/2018 <input type="text"/>
*Action	Data Changes
*Change Reason	Expected End Date
Current Job Information	Proposed Job Information
Empl Class <input type="text"/> Working Retiree Data Chg	Empl Class <input type="text"/> Graduate Research Assistant

- Based on the Empl ID entered, the **Current Job Information** will display. Use the **Proposed Job Information** to change the **Expected End Date**.

Current Job Information		Proposed Job Information	
Empl Class	Graduate Research Assistant	Empl Class	Graduate Research Assistant
Pay Group	UTSA Monthly	Comp Frqncy	Monthly
Comp Frqncy	Monthly	FTE	0.500000
FTE	0.500000	*Annual Rate @100%	27236.000
Annual Rate @100%	27236.000	Annual Rate @ FTE	13618.000
Annual Rate @FTE	13618.000	Monthly Rate	1134.833
Monthly Rate	1134.833	Expected Job End Date	12/13/2019 <input type="checkbox"/> <input checked="" type="checkbox"/> Auto End Job
Expected Job End Date	05/31/2018 <input checked="" type="checkbox"/> Auto End Job		

- Based on the Position number previously entered, the **Current Position Information** will display. Use the **Proposed Position Information** to make any changes such as **Reg/Temp**, **Reports To**, **Location Code** and **Mail Drop ID**. (Use the lookup icon to look up the "Reports To" by Name, Empl ID or Position Number.)

Current Position Information		Proposed Position Information	
Position	10030254 Profile ID	Position	10030254
Effective Date	11/01/2015	Effective Date	11/01/2015
Status	Active	Status	Active
Reason Code	Position Data Update	Reason Code	Position Data Update
Company	University of Texas, San Anton	Company	University of Texas, San Anton
Business Unit	UTS02 VP of Academic Affairs	Business Unit	UTS02 VP of Academic Affairs
Department	AEH007 COEHD EDUC LEADERSHIP	Department	AEH007 COEHD EDUC LEADERSHIP
Job Code	10090 GRADUATE RESEARCH ASSISTANT	Job Code	10090 GRADUATE RESEARCH ASSISTANT
Job Title	GRADUATE RESEARCH ASSISTANT	Job Title	GRADUATE RESEARCH ASSISTANT
Reg/Temp	Regular	Reg/Temp	Regular
Full/Part Time	Part-Time	Full/Part Time	Part Time
FLSA Status	Exempt	FLSA Status	Exempt
Empl Class	Graduate Research A	Empl Class	Graduate Research Asi
Sal Plan	UTSA Student	Sal Plan	UTSA Student
Acdmc Rnk		*FTE	0.500000
FTE	0.500000	Std Hrs/Wk	20.00
Std Hrs/Wk	20.00	Max Head Cnt	1
Max Head Cnt	1	Reports To Pos	10028273
Reports To Pos	10028273	Reports To Name	Enrique Aleman
Reports To Name	Enrique Aleman	Reports To Email	Enrique.Aleman@utsa.edu
Reports To Email	Enrique.Aleman@utsa.edu	Location Code	BVB
Location Code	BVB	Mail Drop ID	01540
Mail Drop ID	01540		
<input type="checkbox"/> Budgeted Position			

- The **Current Funding** for the position will display and the **Proposed Funding** section can be used to make any changes to the existing funding source(s) or distribution(s).

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

Current Funding Find First 1 of 1 Last

Start Date 09/01/2017

Distribution Chartfields Project Info

Ern Cd	Cost Center	Cost Center Descr	Project/Grant	Project Descr	Funding End Date	Distrb %	Est. Expense
	EGD053	EDUCCOEHD GRAD ASST SUPPORT				100.000	

Proposed Funding Find First 1 of 1 Last

*Start Date 09/01/2017

Distribution Chartfields Project Info

Ern Cd	Cost Center	Cost Center Descr	Project/Grant	Project Descr	Funding End Date	Distrb %	Est. Expense
	EGD053	EDUCCOEHD GRAD ASST SUPPORT				100.000	

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

Job Attribute Change

Action

Actions Job Attribute Change Status Saved

Justification

Request ID 00002606
Request Date 03/07/2018
[Processing Messages](#)
[Request History](#)

- Expand the **Attachments** or **Comments** section to attach required documentation and include any special comments, if needed.
- After you've added attachments and comments, click the **Submit** button.