Job Attribute Change 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 Job Information (Pay Rate, Correction Pay Rate)

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.

	Select	Empl RCD	Job Indicator	Company	HR Status	Payroll Status	Eff Date	Action	Reason	Dept ID
1	☑	0	Primary	SAN	Active	Leave W/Py	12/18/2017	Paid Leave of Absence	Academic Developmental	AEN004
2	☐	1	Secondary	SAN	Active	Active	09/15/2016	Position Change	Reclassification	RES006
3	☐	2	Secondary	SAN	Active	Active	09/01/2015	Rehire	Rehire - Same Institution	CTR009

5. Enter the **Effective Date** of the proposed change.
6. From the **Reason** dropdown boxes, select the appropriate action and reason for the change.

Job Attribute Change Reasons
Pay Rate Changes
Equity
Correction Pay Rate

UTSA.
The University of Texas at San Antonio
Office of Human Resources

7. Based on the Empl ID previously entered, the **Current Job Information** will display. Use the **Proposed Job Information** to make any changes such as **Monthly Rate/Hourly Rate.**

8. Based on the Position number previously entered, the **Current Position Information** will display. Use the **Proposed Position Information** to make **Reports To** changes. (Use the lookup icon to look up the "Reports To" by Name, Empl ID or Position Number.)

9. 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.

10. Once all the required fields have been completed, which is indicated by an asterisk, click the **Save** button. Notice a **Request ID** number has been assigned, with a **Status** of "Saved."

11. Expand the **Attachments** or **Comments** section to attach required documentation and include any special comments.

12. After you've added attachments and comments, click the **Submit** button.