

## Position Attribute Change Job Aid

The **Position Attribute Change** eForm may be used to request changes to the details of a position, including vacant and filled positions. This may include updating the Title, Full-time/Part-time Status, Reports To, Department, etc. Please note, any changes made to a position will impact the incumbent, and be transferred to their respective job record.

### FTE/Ben Elig/Reg/Temp

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 **Position Attribute Change** option from the “Action” drop down menu.
3. The **Position 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 position number, or click the magnifying glass to search for the position number. Using the magnifying glass will bring up all positions in your Department ID. The effective date will default to the current date; however, it may be updated as necessary.

**Note:** If the position is filled, the incumbent will show in the **Current and Future Incumbents** section. From the **Reason** drop-down box, select **FTE/Ben Elig/Reg/Temp**.

**Action**

Actions: Position Attribute Change (dropdown) Status Saved

\*Justification: Change hours per week

\*Position: 10094988 (with search icon)

\*Eff Date: 08/01/2018 (with calendar icon)

\*Reason: FTE/Ben Elig/Reg/Temp (dropdown)

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

5. 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, FT/PT, FTE, Std Hrs/Wk, Reports To, Location** and **Mail Drop ID**. (Use the lookup icon to look up the “Reports To” by Name, Empl ID or Position Number.)

\*Reason

Current Position Information		Proposed Position Information	
Position	10094986	Position	10094986
Effective Date	08/17/2018	Effective Date	08/17/2018
Status	Active	Status	Active
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
Empl Class	Graduate Research	Empl Class	Graduate Research
Sal Plan	UTSA Student	Sal Plan	UTSA Student
Acadm Rnk		Budgeted Amt	
FTE	0.500000	*FTE	0.475000
Stnd Hrs/Wk	20.00	Stnd Hrs/Wk	19.00
Max Head Cnt	2	Max Head Cnt	2
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

- 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.

Proposed Funding

\*Start Date

Cost Center	Cost Center Descr	Project/Grant	Project Descr	Funding End Date	Distr %	Est. Expense
<input type="text"/>		<input type="text"/>		<input type="text"/>	<input type="text"/>	

Attachments

Comments

Contact Information

Save Submit Approve Deny CallBack Sendback Cancel Copy...

- 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."

**Position Attribute Change**

Action

Actions  Status Saved

\*Justification

Request ID 00015225  
 Request Date 08/23/2018  
[Processing Messages](#)  
[Request History](#)  
[Show Current Additional Pay](#)

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

The screenshot displays three sections of a web application interface:

- Attachments:** A table with columns: Type, Note, Attached File, Attach Date/Time, and By. The table contains one row with the number '1' in the 'Type' column. Below the table is an 'Add/Delete' button, which is highlighted with an orange box.
- Comments:** A section with a search bar (Find) and pagination (First, 1 of 1, Last). Below is a large text input area. To the right of the input area is an 'Add/Edit' button, highlighted with an orange box. Below the input area are labels for 'Comment By' and 'DateTime'.
- Contact Information:** A section containing a row of buttons: Save, Submit, Approve, Deny, CallBack, Sendback, Cancel, Copy..., and Check Funds. The 'Submit' button is highlighted with an orange box.

- If the position is filled, the Incumbent will have an entry listed on their job record. This is viewable on the Job Data screen.