eForm Action Types
Position Attribute Change (PAC)

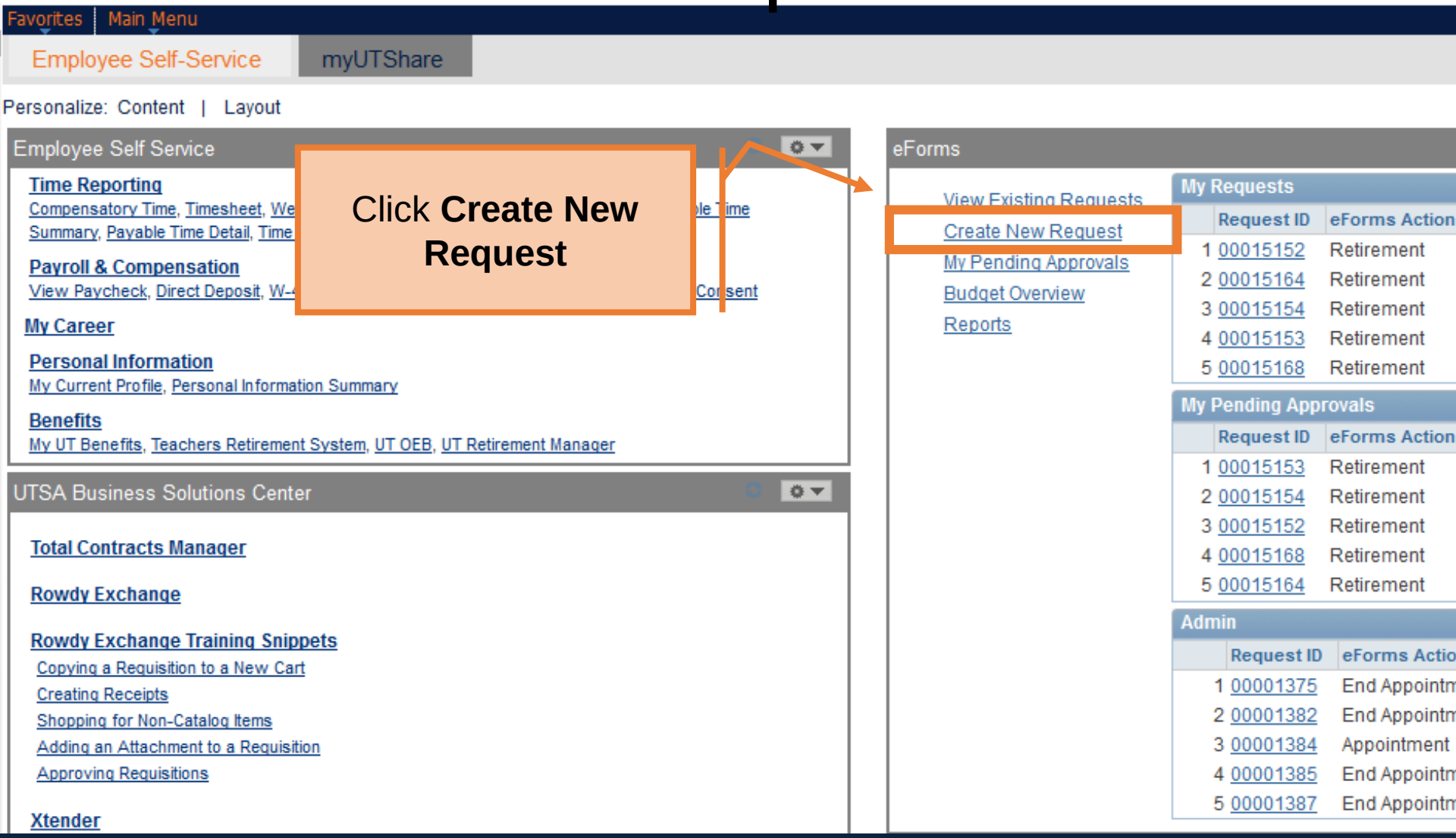
- Used to request changes to the attributes of a position including vacant and filled positions.

- Remember any changes made to a position will impact the employee, and will appear on their job record

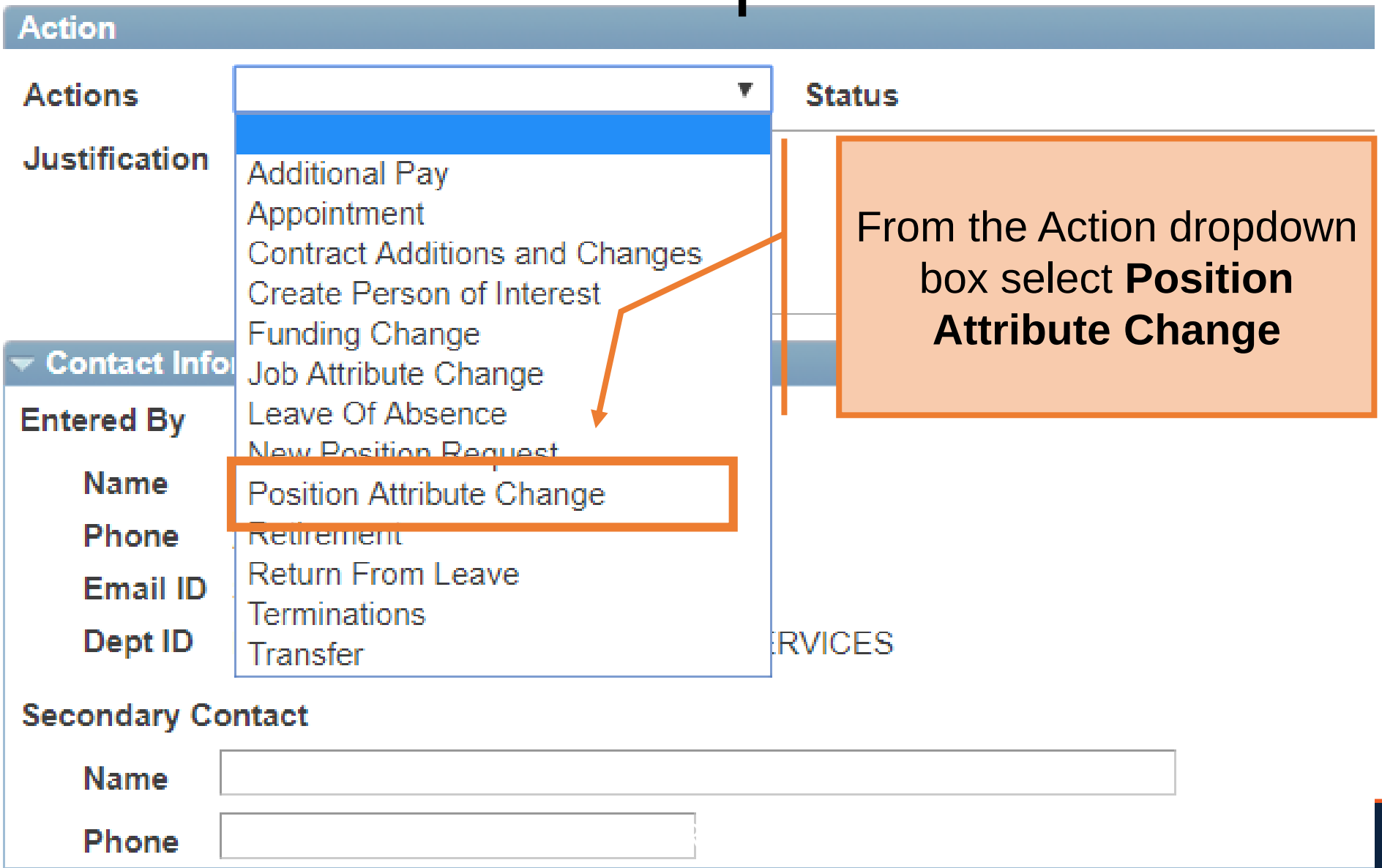
Position Attribute Changes
Inactivate Position

- If a position is no longer needed, use this form to inactivate it.
- The position must be vacant before you make this request.

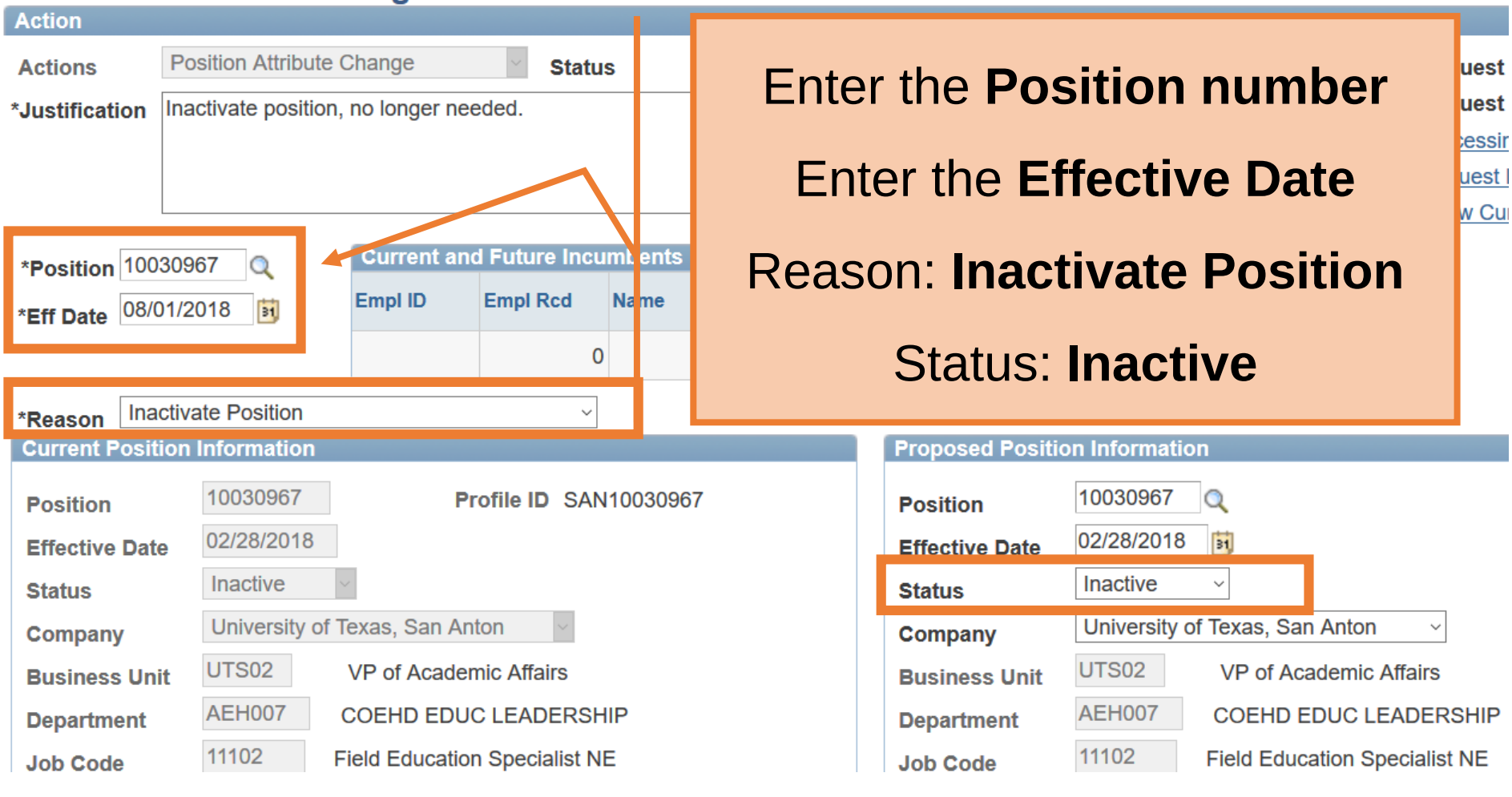
Initiate eForm Request



Initiate eForm Request



Position Attribute Change



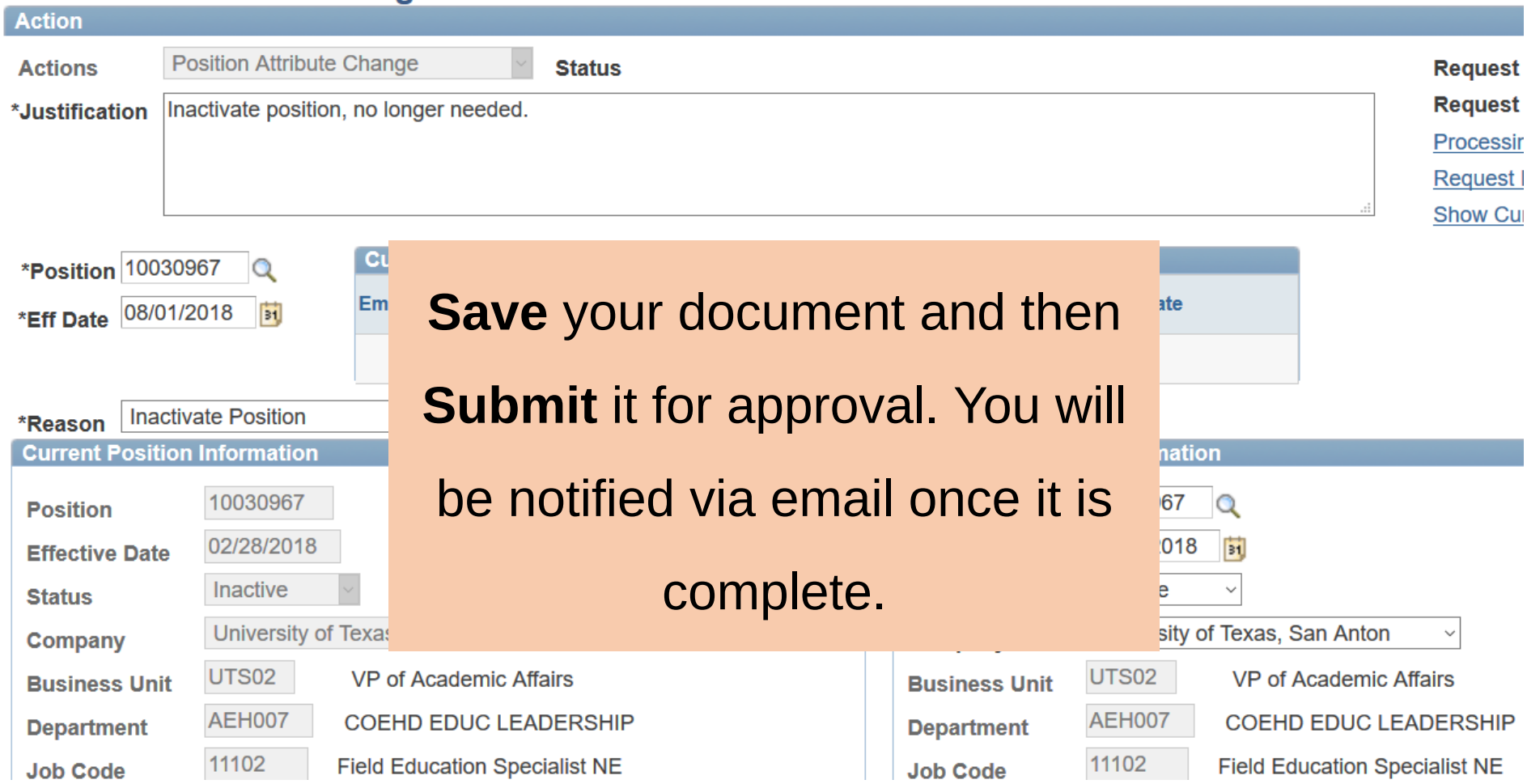
Enter the **Position number**

Enter the **Effective Date**

Reason: **Inactivate Position**

Status: **Inactive**

Position Attribute Change



Save your document and then **Submit** it for approval. You will be notified via email once it is complete.

Questions?

Contact:
Human Resources
(210) 458-4648

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