

# 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

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**Click Create New Request**

### eForms

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My Requests		
	Request ID	eForms Action
1	<a href="#">00015152</a>	Retirement
2	<a href="#">00015164</a>	Retirement
3	<a href="#">00015154</a>	Retirement
4	<a href="#">00015153</a>	Retirement
5	<a href="#">00015168</a>	Retirement

My Pending Approvals		
	Request ID	eForms Action
1	<a href="#">00015153</a>	Retirement
2	<a href="#">00015154</a>	Retirement
3	<a href="#">00015152</a>	Retirement
4	<a href="#">00015168</a>	Retirement
5	<a href="#">00015164</a>	Retirement

Admin		
	Request ID	eForms Action
1	<a href="#">00001375</a>	End Appointm
2	<a href="#">00001382</a>	End Appointm
3	<a href="#">00001384</a>	Appointment
4	<a href="#">00001385</a>	End Appointm
5	<a href="#">00001387</a>	End Appointm

# Initiate eForm Request

## Action

Actions		Status
<b>Justification</b>	<ul style="list-style-type: none"><li>Additional Pay</li><li>Appointment</li><li>Contract Additions and Changes</li><li>Create Person of Interest</li><li>Funding Change</li><li>Job Attribute Change</li><li>Leave Of Absence</li><li>New Position Request</li><li><b>Position Attribute Change</b></li><li>Retirement</li><li>Return From Leave</li><li>Terminations</li><li>Transfer</li></ul>	<p>From the Action dropdown box select <b>Position Attribute Change</b></p>

### Contact Info

**Entered By**

**Name**

**Phone**

**Email ID**

**Dept ID**

### Secondary Contact

**Name**

**Phone**

## Position Attribute Change

### Action

Actions  Status

\*Justification

\*Position

\*Eff Date

### Current and Future Incumbents

Empl ID	Empl Rcd	Name
	0	

\*Reason

Enter the **Position number**  
Enter the **Effective Date**  
Reason: **Inactivate Position**  
Status: **Inactive**

### Current Position Information

Position  Profile ID SAN10030967  
Effective Date   
Status   
Company   
Business Unit  VP of Academic Affairs  
Department  COEHD EDUC LEADERSHIP  
Job Code  Field Education Specialist NE

### Proposed Position Information

Position   
Effective Date   
Status   
Company   
Business Unit  VP of Academic Affairs  
Department  COEHD EDUC LEADERSHIP  
Job Code  Field Education Specialist NE

## Position Attribute Change

### Action

Actions  Status

\*Justification

[Request](#)  
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[Show Cu](#)

\*Position

\*Eff Date

\*Reason

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

### Current Position Information

Position	<input type="text" value="10030967"/>	Position	<input type="text" value="10030967"/>
Effective Date	<input type="text" value="02/28/2018"/>	Effective Date	<input type="text" value="02/28/2018"/>
Status	<input type="text" value="Inactive"/>	Status	<input type="text" value="Inactive"/>
Company	<input type="text" value="University of Texas"/>	Company	<input type="text" value="University of Texas, San Anton"/>
Business Unit	<input type="text" value="UTS02"/> VP of Academic Affairs	Business Unit	<input type="text" value="UTS02"/> VP of Academic Affairs
Department	<input type="text" value="AEH007"/> COEHD EDUC LEADERSHIP	Department	<input type="text" value="AEH007"/> COEHD EDUC LEADERSHIP
Job Code	<input type="text" value="11102"/> Field Education Specialist NE	Job Code	<input type="text" value="11102"/> Field Education Specialist NE



**Questions?**

**Contact:**

**Human Resources**

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