

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.

Location/Mail Drop ID

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 **Location/Mail Drop Changes**.

Position Attribute Change

Action

Actions Status

*Justification

*Position

*Eff Date

*Reason

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

5. Based on the Position number entered, the **Current Position Information** will display. Use the **Proposed Position Information** to make your change to **Reports To, Location, and/or Mail Drop ID**.

*Reason

| Current Position Information | | Proposed Position Information | |
|------------------------------|--------------------------------|-------------------------------|--------------------------------|
| Position | 10026587 | Profile ID | SAN10026587 |
| Effective Date | 01/01/1902 | Position | 10026587 |
| Status | Active | Effective Date | 01/01/1902 |
| Company | University of Texas, San Anton | Status | Active |
| Business Unit | UTS02 VP of Academic Affairs | Company | University of Texas, San Anton |
| Department | AEH007 COEHD EDUC LEADERSHIP | Business Unit | UTS02 VP of Academic Affairs |
| Job Code | 10063 TEACHING ASSISTANT I | Department | AEH007 COEHD EDUC LEADERSHIP |
| Job Title | TEACHING ASSISTANT I | Job Code | 10063 TEACHING ASSISTANT I |
| Reg/Temp | Regular | Job Title | TEACHING ASSISTANT I |
| Full/Part Time | Part-Time | Reg/Temp | Regular |
| Empl Class | Graduate Teaching | Full/Part Time | Part Time |
| Sal Plan | UTSA Student | Empl Class | Graduate Teaching |
| Academic Rnk | | Sal Plan | UTSA Student |
| FTE | 0.500000 | Budgeted Amt | |
| Std Hrs/Wk | 20.00 | *FTE | 0.500000 |
| Max Head Cnt | 1 | Std Hrs/Wk | 20.00 |
| Reports To Pos | 10028273 | Max Head Cnt | 1 |
| Reports To | Enrique Aleman | Reports To Pos | 10028273 |
| Name | Enrique Aleman | Reports To | Enrique Aleman |
| Reports To | Enrique.Aleman@utsa.edu | Name | Enrique Aleman |
| Email | MB | Reports To | Enrique.Aleman@utsa.edu |
| Location Code | MB | Email | MB |
| Mail Drop ID | 01540 | Location Code | MB |
| | | Mail Drop ID | 01540 |

- 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."
- 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.

- The document will route for approval. You will be notified via email when your request is complete.