

eForm Action Types

Position Attribute Change (Modify)

- 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 incumbent, and be transferred to any respective job record

Initiate eForm Request

Favorites | **Main Menu**

Employee Self-Service | myUTShare

Personalize: Content | Layout

Click Create New Request

[Create New Request](#)

eForms

[View Existing Requests](#)

[Create New Request](#)

[My Pending Approvals](#)

[Budget Overview](#)

[Reports](#)

My Requests				
Request ID	eForms Action	Status	Name	
11	00000799	Return From Leave	Complete Manually	Dawson, Jessica K
12	00000922	New Position Request	Completed	
13	00001050	Appointment	Approved	Hankins, Shamika
14	00001051	Termination	Complete Manually	Salinas, Reynaldo
15	00001235	Appointment	Approved	Sam Arella

My Pending Approvals				
Request ID	eForms Action	Status	Name	
6	00000799	Return From Leave	Pending Approvals	Dawson, Jessica K
7	00000791	New Position Request	Pending Approvals	
8	00001385	Appointment	Pending Approvals	Tony Stark
9	00001229	Appointment	Pending Approvals	Southerby, JD
10	00001382	Appointment	Pending Approvals	Elmer Fudd

Admin				
Request ID	eForms Action	Status	Name	
1	Request ID			

Employee Self Service

[My UT Benefits](#) | [Teachers Retirement System](#) | [UT OEB](#) | [UT Retirement Manager](#)

UTSA Business Solutions Center

[Total Contracts Manager](#)

[Rowdy Exchange](#)

[Rowdy Exchange Training Snippets](#)

[Copying a Requisition to a New Cart](#)

[Creating Receipts](#)

[Shopping for Non-Catalog Items](#)

[Adding an Attachment to a Requisition](#)

[Approving Requisitions](#)

[Xtender](#)

Employee Leave Summary

Leave Type	Duration
Vacation Leave	37.00 Hours
Sick Leave	25.50 Hours
Straight Comp	5.00 Hours

[Details](#)

UTSA Announcements

Human Resources

- [REMINDER: Notice to all benefits eligible employees regarding Vacation Leave Balances](#)
- [IMPORTANT - Pay Advice ESS Instructions](#)
- [More...](#)

Finance

- [Disbursements & Travel Services \(DTS\) Training Materials](#)
- [More...](#)

System Announcements

- [Leave Accrual Availability](#)
- [Paycheck View Availability](#)
- [Timesheet Deadlines](#)
- [Retrieving and Understanding Your Compensatory Time Balances](#)
- [More...](#)

Initiate eForm Request

Initiate New eForms Request

Action

Actions	Status
<input type="text"/>	
Justification	
Additional Pay	
Appointment	
Contract Additions and Changes	
Create Person of Interest	
Funding Change	
Job Attribute Change	
Leave Of Absence	
New Position Request	
Position Attribute Change	
Retirement	
Return From Leave	
Terminations	
Transfer	

Contact Info

Entered By

Name

Phone

Email ID

Dept ID

Secondary Contact

Name

Phone

Request I
Request I
[Processing](#)
[Request H](#)

ERVICES

From the Action dropdown box select **Position Attribute Change**

Position Attribute Change

Action

Actions Status

*Justification

[Request ID](#)

[Request Date](#)

[Processing Messages](#)

[Request History](#)

[Show Current Additional Pay](#)

*Position

*Eff Date

Current and Future Incumbents

Empl ID	Empl Rcd	Name

The **Effective Date** will default to the date you create the request. Change it as needed.

*Reason

▶ Attachments

▶ Comments

▶ Contact Information

Save

Submit

Approve

Deny

CallBack

Sendback

Cancel

Copy...

Check Funds

Position Attribute Change

Action

Actions Status

*Justification

In the **Justification** box, explain the purpose of this request

[Request History.](#)
[Show Current Additional Pay.](#)

*Position
*Eff Date

Current and Future Incumbents

Empl ID	Empl Rcd	Name
6001213921	0	

Enter the **position number** and **Effective Date**

*Reason

Current Position Information

Position Profile ID SAN10030011
Effective Date
Status
Company
Business Unit VP of Business Affairs
Department ENVIR HEALTH SAFETY & RISKMGMT
Job Code ADMINISTRATIVE ASSISTANT
Job Title
Reg/Temp
Full/Part Time
FLSA Status

Position Profile ID SAN10030011
Effective Date
Status
Company
Business Unit VP of Business Affairs
Department ENVIR HEALTH SAFETY & RISKMGMT
Job Code ADMINISTRATIVE ASSISTANT
Job Title
Reg/Temp
Full/Part Time
FLSA Status

*Reason Reclassification

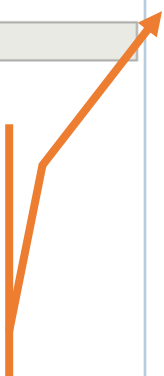
Current Position Information

Position	<input type="text" value="10030011"/>	Profile ID	SAN10030011
Effective Date	<input type="text" value="02/10/2018"/>		
Status	<input type="text" value="Active"/>		
Company	<input type="text" value="University of Texas, San Anton"/>		
Business Unit	<input type="text" value="UTS03"/>	VP of Business Affairs	
Department	<input type="text" value="BAA010"/>	ENVIR HEALTH SAFETY & RISKMGMT	
Job Code	<input type="text" value="19024"/>	ADMINISTRATIVE ASSISTANT	
Job Title	<input type="text" value="ADMINISTRATIVE ASSISTANT"/>		
Reg/Temp	<input type="text" value="Regular"/>		
Full/Part			
FLSA S			
Empl C			
Sal Plat			
Budget			
Acadm Rnk			
FTE	<input type="text" value="1.000000"/>		
Stnd Hrs/Wk	<input type="text" value="40.00"/>		
Max Head Cnt	<input type="text" value="1"/>		
Reports To Pos	<input type="text" value="10027321"/>		
Reports To Name	<input type="text" value="Kristee Phelps"/>		
Reports To Email	<input type="text" value="Kristee.Phelps@utsa.edu"/>		
Location Code	<input type="text" value="BRG"/>		
Mail Drop ID	<input type="text" value="05500"/>		
Officer Code	<input type="text" value="Not Applicable"/>		
	<input type="checkbox"/>	Budgeted Position	

Proposed Position Information

Position	<input type="text" value="10030011"/>		
Effective Date	<input type="text" value="02/10/2018"/>		
Status	<input type="text" value="Active"/>		
Company	<input type="text" value="University of Texas, San Anton"/>		
Business Unit	<input type="text" value="UTS03"/>	VP of Business Affairs	
Department	<input type="text" value="BAA010"/>	ENVIR HEALTH SAFETY & RISKMGMT	
Job Code	<input type="text" value="19025"/>	ADMINISTRATIVE ASSOCIATE I	
Job Title	<input type="text" value="ADMINISTRATIVE ASSOCIATE I"/>		
Reg/Temp	<input type="text" value="Regular"/>		
Full/Part Time	<input type="text" value="Full Time"/>		
FLSA Status	<input type="text" value="Nonexempt"/>		
Empl Class	<input type="text" value="Classified"/>		
Sal Plan	<input type="text" value="UTSA Classified"/>		
Budgeted Amt	<input type="text"/>		
*FTE	<input type="text" value="1.000000"/>		
Stnd Hrs/Wk	<input type="text" value="40.00"/>		
Max Head Cnt	<input type="text" value="1"/>		
Reports To Pos	<input type="text" value="10027321"/>		
Reports To Name	<input type="text" value="Kristee Phelps"/>		
Reports To Email	<input type="text" value="Kristee.Phelps@utsa.edu"/>		
Location Code	<input type="text" value="BRG"/>		
Mail Drop ID	<input type="text" value="05500"/>		
Officer Code	<input type="text" value="Not Applicable"/>		
	<input type="checkbox"/>	Budgeted Position	
	<input type="checkbox"/>	Permanently Budgeted	

Enter or lookup the **Job Code**



▼ Purpose

Responsible for the supervision of clerical staff and for supplying dependable and factual information for use by the department administrators.

▼ Essential Functions

Function Description

% Time

Uses initiative and independent judgment to relieve one or more administrators of many routine matters and decisions.	20	+	-
Composes, types, edits, proofreads and produces in final form correspondence, forms, reports and other documents.	20	+	-
Develops and oversees the maintenance of office filing systems. Maintains complex and confidential files for administrators.	20	+	-
Assists in preparing departmental budgets by gathering and compiling information and making recommendations.	10	+	-
Collects data from various sources and analyzes for accuracy, completeness and relevance. Prepares complex, statistical, technical, financial, confidential	20	+	-
Initiates paperwork or electronic documents for faculty and staff appointments. Coordinates courses and faculty teaching schedules	10	+	-
		+	-

▼ Minimum Qualifications

High School diploma or GED. Four years of increasingly responsible administrative, clerical or office experience. At the department's discretion, a Bachelor's degree may be substituted for experience.

▼ Preferred Qualifications

Bachelor's Degree.

▼ Working Conditions

Item ID	Description		
EC013	May work around standard office conditions.	+	-

Complete all sections, this is **required** on this eForm

Incumbent Job Information

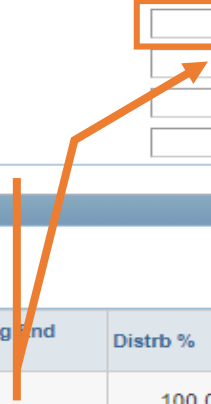
Current Job Information

Empl ID: 6001213921 Santos, Xavier
Empl Record: 0
Empl Class: Classified
Comp Frqncy: Monthly
FTE: 1.000000
Annual Rate @100%: 27600.000
Annual Rate @FTE: 27600.000
Monthly Rate @FTE: 2300.000
Expected Job End Date:

Proposed Job Information

Empl ID: 6001213921 Santos, Xavier
Empl Record: 0 Reason: Equity
Empl Class: Classified
Comp Frqncy: Monthly
FTE: 1.000000
Annual Rate @100%: 31000.000
Annual Rate @ FTE: 31000.000
Monthly Rate @FTE: 2583.333
Expected Job End Date: Auto End Job

Enter New Annual Rate



Current Funding

Start Date: 09/01/2017

Cost Center	Cost Center Descr	Project/Grant	Funding End	Distrb %	Est. Expense
DZX063	EHSRM UW EXPEND INST SUPRT			100.000	

Proposed Funding

*Start Date: 09/01/2017

Cost Center	Cost Center Descr	Project/Grant	Project Descr	Funding End Date	Distrb %	Est. Expense
DZX063	EHSRM UW EXPEND INST SUPRT				100.000	

Attachments

Comments

Contact Information

▼ Attachments

Type	Note	Attached File	Attach Date/Time	By
1				

Add/Delete

▼ Comments Find First 1 of 1 Last

Add/Edit

Comment By Date Time

▶ Contact Information

- Save
- Submit
- Approve
- Deny
- CallBack
- Sendback
- Cancel
- Copy...
- Check Funds

Contact Information


Department Approvals

▼ REQUEST_ID=00004619:Pending

Department Approvals

Pending

[Kristee Dion Phelps](#)
Department Head/Manager





Business Office Approvals

▼ REQUEST_ID=00004619:Awaiting Further Approvals

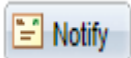
Staff Position Changes

Not Routed → Not Routed

 [Multiple Approvers](#)
Budget Office

 [Multiple Approvers](#)
HR Compensation

- Save
- Submit
- Approve
- Deny
- CallBack
- Sendback
- Cancel
- Copy...
- Check Funds



Proposed Funding Find First 1 of 1 Last

*Start Date 08/13/2018

Distribution | Chartfields | Project Info

Ern Cd	Cost Center	Cost Center Descr	Distrib %	Est. Expense
	EGX041	AVP HUMAN RESOURCES RESERVE	100.000	

Click the **Submit** button to forward the request for approval

Attachments

Comments

Contact Information

Save **Submit** Approve Deny CallBack Sendback Cancel Copy... Check Funds

Department Approvals

Contact Information

Department Approvals

REQUEST_ID=00001134:Pending

Faculty/Student Appointment

Pending

[Multiple Approvers](#)
Department Head/Manager

Funding Approvals

REQUEST_ID=00001134:Awaiting Further Approvals

Funding Approvals

Not Routed

[Multiple Approvers](#)
FMS Cost Center Approver

Business Office Approvals

REQUEST_ID=00001134:Awaiting Further Approvals

Faculty/Student Appointments

Not Routed

[Multiple Approvers](#)
Budget Office

Not Routed

[Multiple Approvers](#)
HR Day One

Save Submit Approve Deny CallBack Sendback Cancel Copy... Check Funds

Once the form has been submitted, the workflow approval steps will be show.

Click on the **Multiple Approvers** link to display who can/will approve the form on the respective steps



Resources

- HR Website
 - PowerPoint Files
 - Step by Step Videos
 - Job Aids
- Human resources
(210) 458-4648

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