

Position Attribute Change Job Aid

The **Position Attribute Change** eForm may be used to request changes to the attributes 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 any respective job records.

Reclassification

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.
5. From the **Reason** drop-down box, select **Reclassification**.

Current and Future Incumbents			
Empl ID	Empl Rcd	Name	Position Entry Date
	0		11/01/2009

6. Based on the Position number previously entered, the **Current Position Information** will display. Use the **Proposed Position Information** to make any changes such as **Job Code, Reg/Temp, FT/PT, FTE, Std Hrs/Wk**, and the **Reports To**. (Use the lookup icon to look up the “Reports To” by Name, Empl ID or Position Number.)

Current Position Information	
Position	10026293 Profile ID
Effective Date	04/01/2016
Status	Active
Company	University of Texas, San Anton
Business Unit	UTS03 VP of Business Affairs
Department	BUP001 UNIVERSITY POLICE
Job Code	16345 POLICE COMM OPERATOR I
Job Title	POLICE COMM OPERATOR I
Reg/Temp	Regular
Full/Part Time	Full-Time
Empl Class	Classified
Sal Plan	UTSA Classified
Acadm Rnk	
FTE	1.000000
Stnd Hrs/Wk	40.00
Max Head Cnt	1
Reports To Pos	10025308
Reports To Name	Cindy Cantu
Reports To Email	Cindy.Cantu@utsa.edu
Location Code	BOS
Mail Drop ID	05700
<input checked="" type="checkbox"/> Budgeted Position	

Proposed Position Information	
Position	10026293
Effective Date	04/01/2016
Status	Active
Company	University of Texas, San Anton
Business Unit	UTS03 VP of Business Affairs
Department	BUP001 UNIVERSITY POLICE
Job Code	16349 POLICE COMM OPERATOR II
Job Title	POLICE COMM OPERATOR II
Reg/Temp	Regular
Full/Part Time	Full Time
Empl Class	Classified
Sal Plan	UTSA Classified
Budgeted Amt	32000.00
*FTE	1.000000
Stnd Hrs/Wk	40.00
Max Head Cnt	1
Reports To Pos	10025308
Reports To Name	Cindy Cantu
Reports To Email	Cindy.Cantu@utsa.edu
Location Code	BOS
Mail Drop ID	05700
<input checked="" type="checkbox"/> Budgeted Position	

Current Position Information	
Position	10010716
Effective Date	12/01/2016
Status	Active
Reason Code	Position Status Change
Company	University of Texas, Arlington
Business Unit	UTA20 College of Nursing
Department	635000 Nursing
Job Code	19015 Coordinator I, Special Program
Job Title	Coordinator I, Special Program
Reg/Temp	Regular
Full/Part Time	Full-Time
FLSA Status	Nonexempt
Empl Class	Classified
Sal Plan	UTA Classified
Proposed Salary	
Budgeted Amt	
Acadm Rnk	
FTE	1.000000
Stnd Hrs/Wk	40.00
Max Head Cnt	1
Reports To Pos	10017335
Reports To Name	
Reports To Email	
Location Code	ARL
Mail Drop ID	19407
<input checked="" type="checkbox"/> Budgeted Position	

Proposed Position Information	
Position	10010716
Effective Date	12/01/2016
Status	Active
Reason Code	Position Status Change
Company	University of Texas, Arlington
Business Unit	UTA20 College of Nursing
Department	635000 Nursing
Position Title	Coordinator I, Special Program
Job Code	19015 Coordinator I, Special Program
Job Title	Coordinator I, Special Program
Reg/Temp	Regular
Full/Part Time	Full-Time
FLSA Status	Nonexempt
Empl Class	Classified
Sal Plan	UTA Classified
Proposed Salary	
Budgeted Amt	
Acadm Rnk	
*FTE	1.000000
Stnd Hrs/Wk	40.00
Max Head Cnt	1
Reports To Pos	10017335
Reports To Name	
Reports To Email	
Location Code	ARL
Mail Drop ID	19407
<input checked="" type="checkbox"/> Budgeted Position	

- If the position is filled, the **Incumbent Job Information** section will detail the incumbent’s current job information (**Pay Rate**). If the position is vacant, the Incumbent Job Information section will not be displayed. The **Proposed Job Information** section may be used to update job information, depending on the reason selected in step 5.

Incumbent Job Information		Proposed Job Information	
Current Job Information		Proposed Job Information	
Empl ID	<input type="text"/>	Empl ID	<input type="text"/>
Comp Frqncy	Monthly	Comp Frqncy	Monthly
FTE	1.000000	FTE	1.000000
Annual Rate @100%	43166.520	Annual Rate @100%	43166.520
Annual Rate @FTE	43166.520	Annual Rate @ FTE	43166.520
Monthly Rate @FTE	3597.210	Monthly Rate @FTE	3597.210

- This section is only used for **Benefit Eligible Staff** positions (**Reclassification**), department will have to fill out every section below.

- ▶ Purpose
- ▶ Essential Functions
- ▶ Minimum Qualifications
- ▶ Preferred Qualifications
- ▶ Working Conditions

- This is an example of what the form should look like.

▼ Purpose

Function: To assist in providing rapid law enforcement response to campus emergencies by directing responding officers to the scene via police communications.
 Scope: Responsible for directing police and emergency responders to locations within the boundaries of the jurisdiction of UTSA Police Department as specified by the UT System Police in order to provide an appropriate police response and action.

▼ Essential Functions

Function Description	% Time
Think and act promptly in emergencies, to analyze a situation quickly and accurately and take or suggest an effective course of action.	25 <input type="button" value="+"/> <input type="button" value="-"/>
Operate emergency phones, two-way radios, telecommunications and computer terminal equipment, surveillance camera systems, alarm and security	25 <input type="button" value="+"/> <input type="button" value="-"/>
Receive and record information and requests related to police services.	10 <input type="button" value="+"/> <input type="button" value="-"/>
Dispatch police officers and notify command officers, supervisors and administrative personnel of incidents.	20 <input type="button" value="+"/> <input type="button" value="-"/>
Coordinate and direct a number of simultaneous law enforcement and emergency response activities to provide police, fire and EMS service during	20 <input type="button" value="+"/> <input type="button" value="-"/>

▼ Minimum Qualifications

High School diploma or GED. Two Years of experience in police communications with a law enforcement agency, or its equivalent

▼ Preferred Qualifications

Associate's Degree from an accredited institution

▼ Working Conditions

Item ID	Description		
DR005	Driving of UT owned vehicle required.	<input type="button" value="+"/>	<input type="button" value="-"/>
EC011	May work in all weather conditions.	<input type="button" value="+"/>	<input type="button" value="-"/>
EC013	May work around standard office conditions.	<input type="button" value="+"/>	<input type="button" value="-"/>

10. 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.

11. Once all the required fields have been completed, which is indicated by an asterisk, click the **Save** button. Notice a **Request ID** number has been assigned, with a **Status** of “Saved.”

12. Expand the **Attachments** or **Comments** section to attach required documentation and include any special comments.
13. After you've added attachments and comments, click the **Submit** button.
14. The document will route for approval. You will be notified via email when your request is complete.