

## **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.

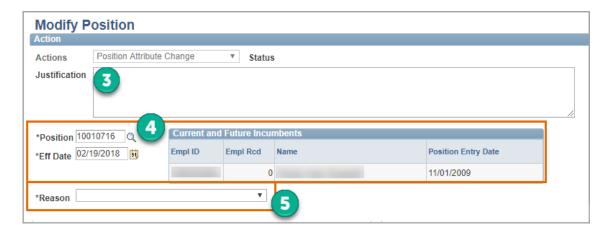
## Reclassification

Navigation: Main Menu > HRMS > UTZ Customizations > eForms for HR/Payroll Actions > Action Request

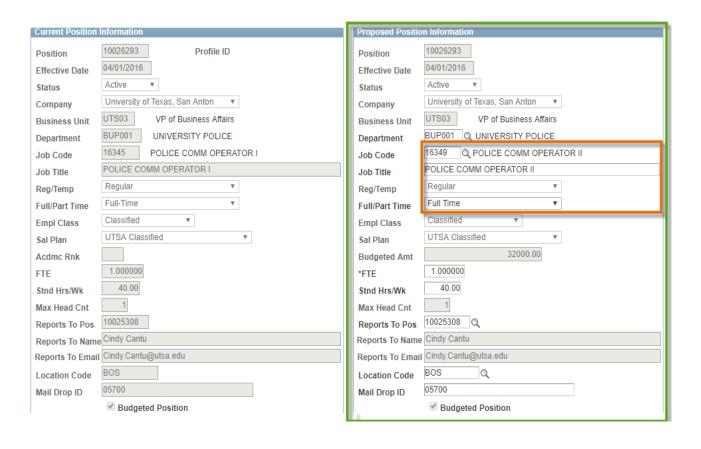
- 1. Navigate to the **eForms Action Request** page and click on the **Add a New Value** tab.
- 2. The **Initiate New eForms Request** page is displayed. Select the **Position Attribute Change** option from the "Action" drop down menu.
- 3. The **Position Attribute Change** eForm is displayed. Use the **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.

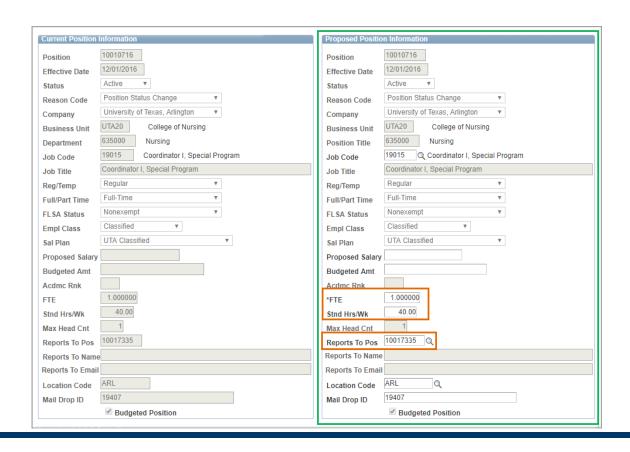
**Note:** If the position is filled, the incumbent will show in the **Current and Future Incumbents** section.

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

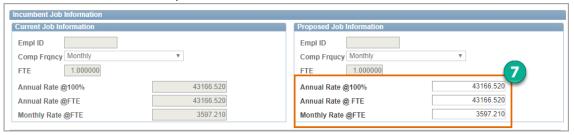


6. Based on the Position number previously entered, the **Current Position Information** will display. Use the **Proposed Position Information** to make any changes such as **Job Code**, **Reg/Temp**, **FT/PT**, **FTE**, **Std Hrs/Wk**, and the **Reports To**. (Use the lookup icon to look up the "Reports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

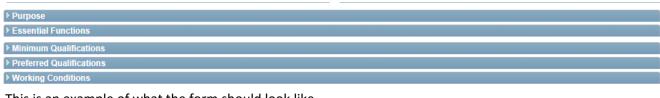




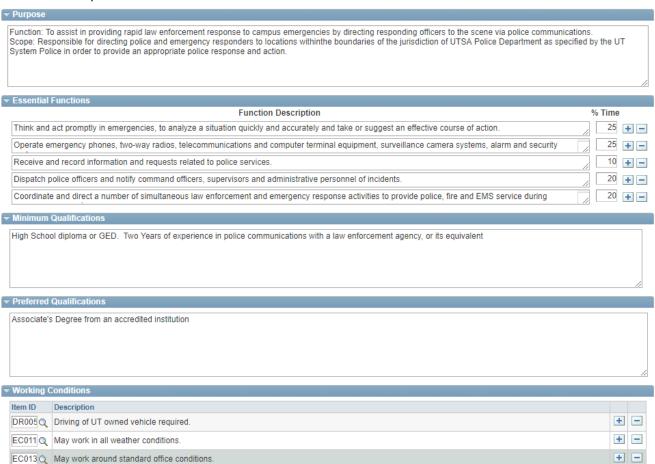
7. If the position is filled, the **Incumbent Job Information** section will detail the incumbent's current job information (**Pay Rate**). If the position is vacant, the Incumbent Job Information section will not be displayed. The **Proposed Job Information** section may be used to update job information,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



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

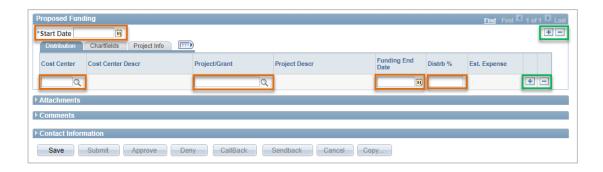


This is an example of what the form should look like.

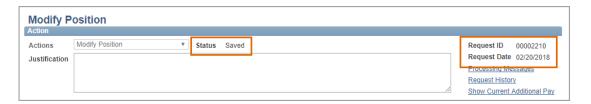


10. The **Current Funding** for the position will display and the **Proposed Funding** section can be used to make any changes to the existing funding source(s) or distribution(s).

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.