eForm Action Types
Position Attribute Change (PAC)

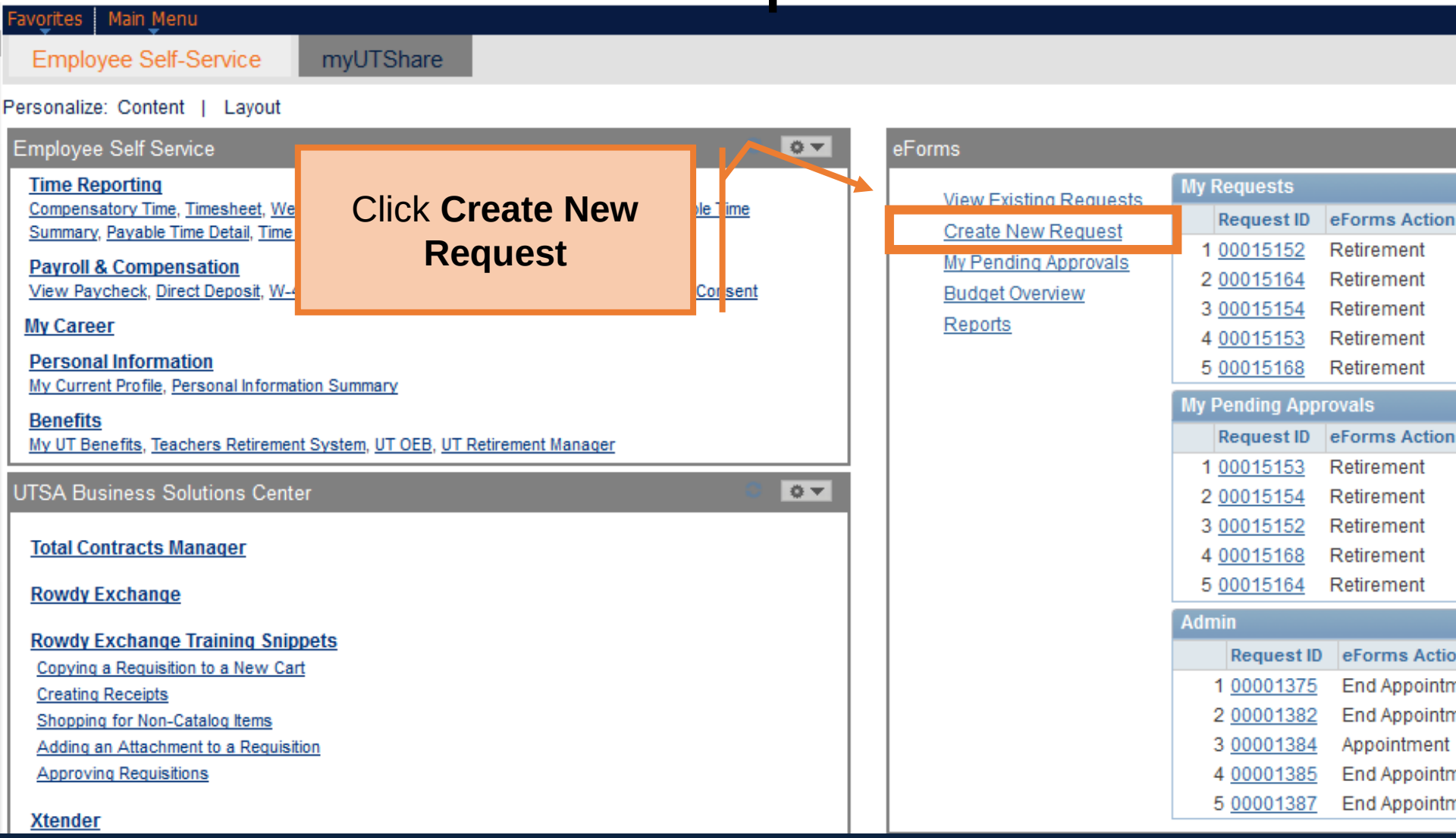
- Used to request changes to the attributes of a position including vacant and filled positions.

- Remember any changes made to a position will impact the incumbent, and be transferred to any respective job record

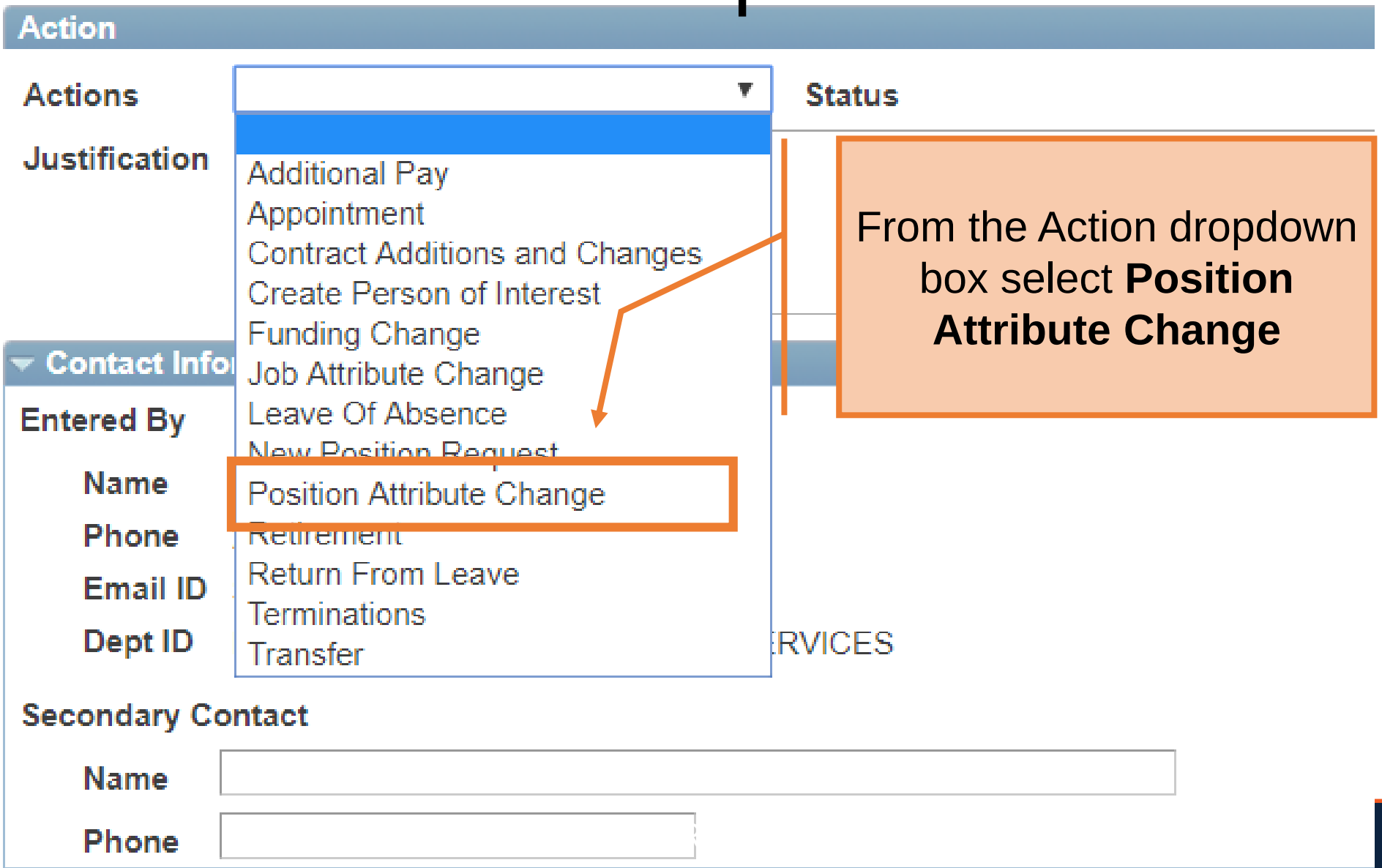
eForm Action Types
Reports To Changes

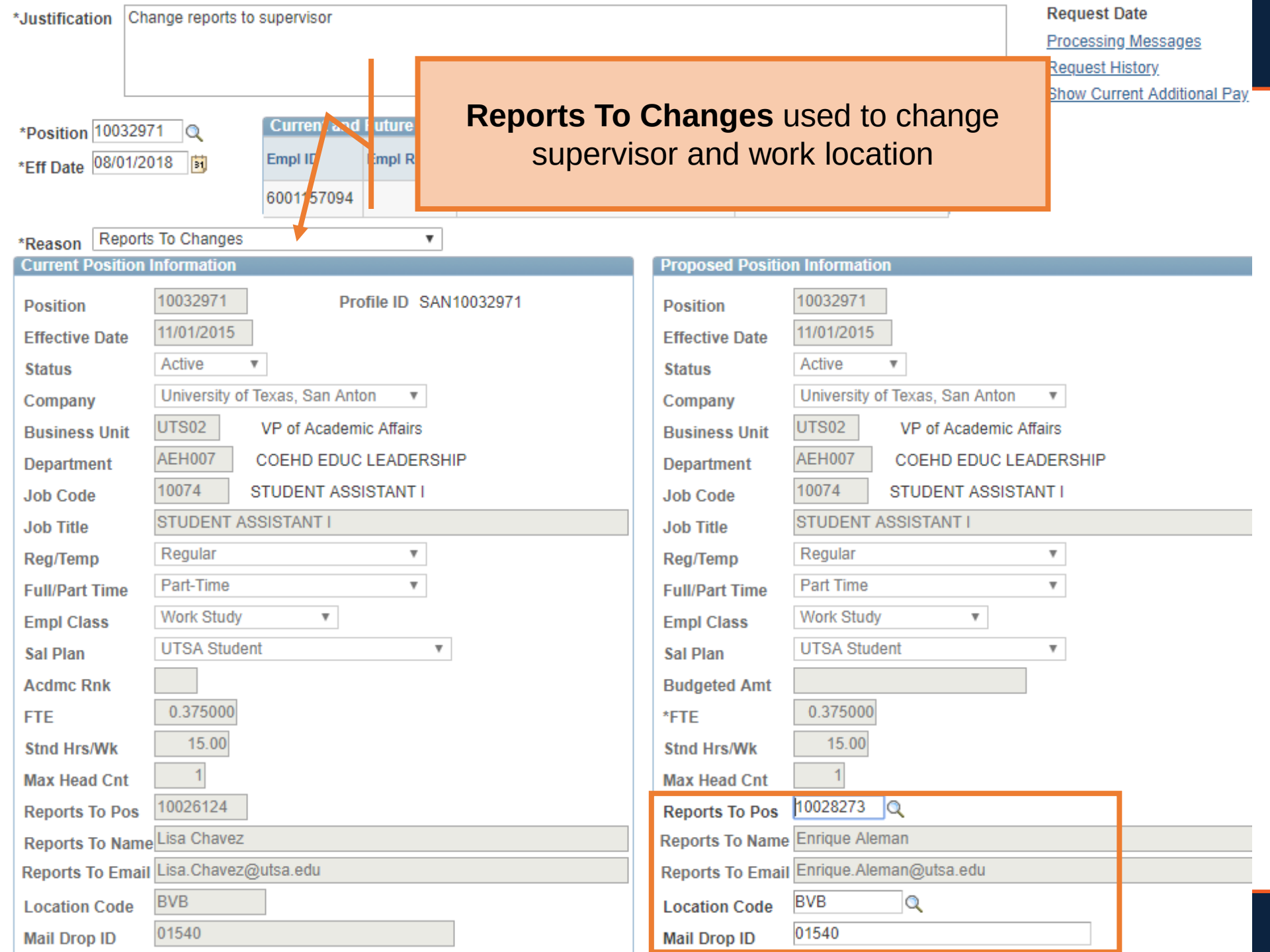
- Use this form to change the supervisor or work location

Initiate eForm Request



Initiate eForm Request




*Justification
Change reports to supervisor
Request Date
Processing Messages
Request History
Show Current Additional Pay
*Position 10032971
*Eff Date 08/01/2018
Empl ID
6001157094
Reports To Changes used to change supervisor and work location
*Reason Reports To Changes
Current Position Information
Position 10032971 Profile ID SAN10032971
Effective Date 11/01/2015
Status Active
Company University of Texas, San Anton
Business Unit UTS02 VP of Academic Affairs
Department AEH007 COEHD EDUC LEADERSHIP
Job Code 10074 STUDENT ASSISTANT I
Job Title STUDENT ASSISTANT I
Reg/Temp Regular
Full/Part Time Part-Time
Empl Class Work Study
Sal Plan UTSA Student
Acdmc Rnk
FTE 0.375000
Stnd Hrs/Wk 15.00
Max Head Cnt 1
Reports To Pos 10026124
Reports To Name Lisa Chavez
Reports To Email Lisa.Chavez@utsa.edu
Location Code BVB
Mail Drop ID 01540
Proposed Position Information
Position 10032971
Effective Date 11/01/2015
Status Active
Company University of Texas, San Anton
Business Unit UTS02 VP of Academic Affairs
Department AEH007 COEHD EDUC LEADERSHIP
Job Code 10074 STUDENT ASSISTANT I
Job Title STUDENT ASSISTANT I
Reg/Temp Regular
Full/Part Time Part Time
Empl Class Work Study
Sal Plan UTSA Student
Budgeted Amt
*FTE 0.375000
Stnd Hrs/Wk 15.00
Max Head Cnt 1
Reports To Pos 10028273
Reports To Name Enrique Aleman
Reports To Email Enrique.Aleman@utsa.edu
Location Code BVB
Mail Drop ID 01540

*Justification: Change reports to supervisor

Request Date

Processing Messages

Request History

Show Current Additional Pay

*Position: 10032971

*Eff Date: 08/01/2018

Current and Future Incumbents

Empl ID	Empl Rcd	Name	Position Entry Date
6001157004	0	Mercado, Jose	09/01/2015

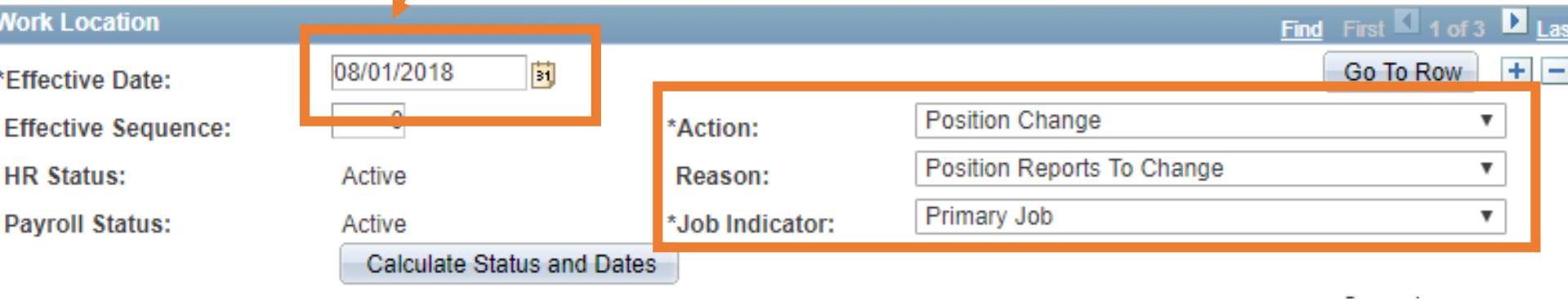
*Reason: Reports To Changes

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

Current Position Information

Position	10032971		
Effective Date	11/01/2015		
Status	Active		
Company	University of Texas, Sa		San Anton
Business Unit	UTS02	VP of Ac	Academic Affairs
Department	AEH007	COEHD	EDUC LEADERSHIP
Job Code	10074	STUDENT	NT ASSISTANT I
Job Title	STUDENT ASSISTANT		IT I
Reg/Temp	Regular		Regular
Full/Part Time	Part-Time		Part Time
Empl Class	Work Study		Work Study
Sal Plan	UTSA Student		UTSA Student
Acdmc Rnk			
Budgeted Amt			
FTE	0.375000		*FTE 0.375000
Stnd Hrs/Wk	15.00		15.00
Max Head Cnt	1		1
Reports To Pos	10026124		10028273
Reports To Name	Lisa Chavez		Enrique Aleman
Reports To Email	Lisa.Chavez@utsa.edu		Enrique.Aleman@utsa.edu
Location Code	BVB		BVB
Mail Drop ID	01540		01540

Your request will appear on the employee's job record



Questions?

Contact:
Human Resources
(210) 458-4648

hr@utsa.edu