

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

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Click Create New Request

eForms

- [View Existing Requests](#)
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- [Reports](#)

My Requests		
	Request ID	eForms Action
1	00015152	Retirement
2	00015164	Retirement
3	00015154	Retirement
4	00015153	Retirement
5	00015168	Retirement

My Pending Approvals		
	Request ID	eForms Action
1	00015153	Retirement
2	00015154	Retirement
3	00015152	Retirement
4	00015168	Retirement
5	00015164	Retirement

Admin		
	Request ID	eForms Action
1	00001375	End Appointm
2	00001382	End Appointm
3	00001384	Appointment
4	00001385	End Appointm
5	00001387	End Appointm

Initiate eForm Request

Action

Actions

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

Status

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

▼ Contact Info

Entered By

Name
Phone
Email ID
Dept ID

Position Attribute Change

SERVICES

Secondary Contact

Name

Phone

*Justification Change reports to supervisor

*Position 10032971

*Eff Date 08/01/2018

Current	Future
Empl ID	Empl R
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		
Std 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		
Std 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

*Position 10032971

*Eff Date 08/01/2018

*Reason Reports To Changes

Current and Future Incumbents			
Empl ID	Empl Rcd	Name	Position Entry Date
6001157004		Morales, Jess	08/01/2015

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
Business Unit UTS02 VP of Ac
Department AEH007 COEHD
Job Code 10074 STUDENT
Job Title STUDENT ASSISTANT
Reg/Temp Regular
Full/Part Time Part-Time
Empl Class Work Study
Sal Plan UTSA Student
Acadm Rnk
FTE 0.375000
Std 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

San Anton
Academic Affairs
EDUC LEADERSHIP
NT ASSISTANT I
IT I
Reg/Temp Regular
Full/Part Time Part Time
Empl Class Work Study
Sal Plan UTSA Student
Budgeted Amt
*FTE 0.375000
Std 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

Your request will appear on the employee's job record

Work Location

Find First 1 of 3 Last

*Effective Date:

08/01/2018



Go To Row



Effective Sequence:

0

HR Status:

Active

Payroll Status:

Active

Calculate Status and Dates

*Action:

Position Change



Reason:

Position Reports To Change



*Job Indicator:

Primary Job





Questions?

Contact:

Human Resources

(210) 458-4648

hr@utsa.edu