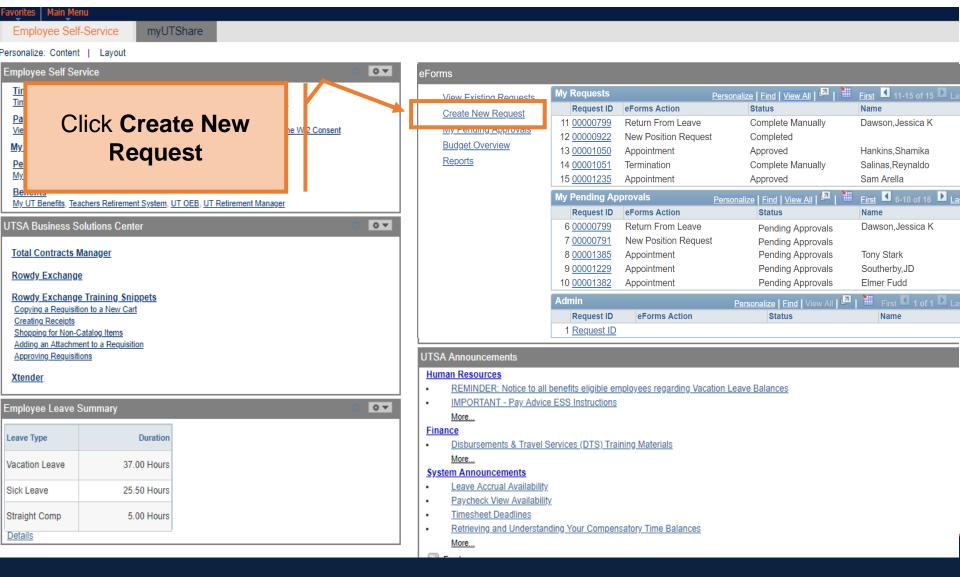# eForm Action Types
Position Attribute Change (PAC)

- 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 employee, and will appear on their job record

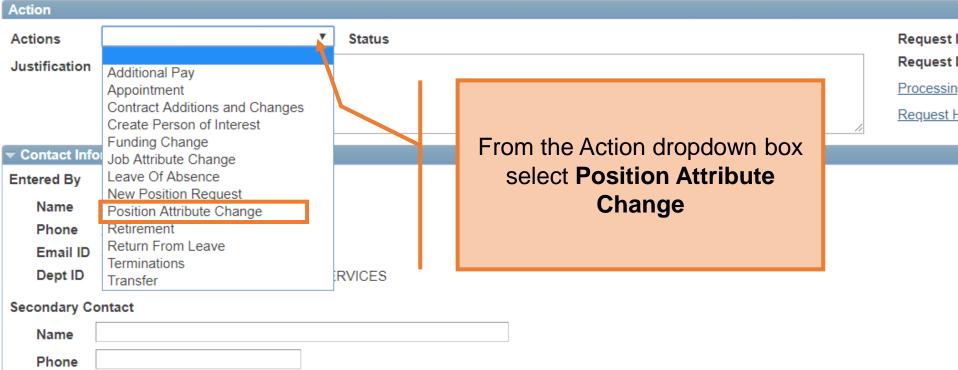# Position Attribute Change
Transfer Position

- You can change the following fields:

  - Department ID

  - Reg/Temp

  - Reports To

  - Location

  - Mail Drop ID

Initiate eForm Request

Favorites | Main Menu

Employee Self-Service | myUTShare

Personalize: Content | Layout

Employee Self Service

Click Create New Request

Benefits

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

eForms

View Existing Requests
Create New Request
My Pending Approvals
Budget Overview
Reports

My Requests — Personalize | Find | View All | First | 11-15 of 15 | La

	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 — Personalize | Find | View All | First | 6-10 of 16 | La

	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 — Personalize | Find | View All | First | 1 of 1 | La

	Request ID	eForms Action	Status	Name
1	Request ID			

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** | | Request I |
| Justification | | | | Request D |

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

Processing

Request H

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

▼ **Contact Info**

Entered By

Name

Phone

Email ID

Dept ID   RVICES

Secondary Contact

Name

Phone

Actions	Position Attribute Change ▼	**Status**		**Request ID**
*Justification	This position is going to be moved to a new dept ID			**Request Date**

Processing Messages

onal Pay

*Position 10032971 🔍

Transfer Positon to New Dept used to move positions into new or different departments. Future dated requests on the 1st of the month.

*Eff Date 09/01/2018 📅

Current and Future Incumber			
Empl ID	**Empl Rcd**	**Na**	
6001157094	0	Mo	

*Reason Transfer Position to New Dept ▼

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	AEH001 🔍 COLLEGE OF EDUC & HUMAN DVLPMT	
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	10026124 🔍	
Reports To Name	Lisa Chavez	
Reports To Email	Lisa.Chavez@utsa.edu	
Location Code	BVB 🔍	
Mail Drop ID	01540	

Questions?
Contact:
Human Resources
(210) 458-4648

hr@utsa.edu