eForm Action Types
Job Attribute Change (JAC)

- 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

eForm Action Types

Job Attribute Change (End Date)

- Used to change an expected end date

Favorites | Main Menu

Employee Self-Service   myUTShare

Personalize: Content | Lay

Employee Self Service

Time Reporting
Timesheet, Web Clock, Absen

Payroll & Compensation
View Paycheck, Direct Depos

My Career

Personal Information
My Current Profile, Personal I

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

From the PeopleSoft start page, click on the **Create New Request** link under the eForms section

eForms

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

My Requests   Perso

	Request ID	eForms Action
1	00000786	Create Person of Interest
2	00000786	Create Person of Interest
3	00000786	Create Person of Interest
4	00000786	Create Person of Interest
5	00000794	Retirement

My Pending Approvals   Pers

	Request ID	eForms Action
1	00001050	Appointment
2	00000794	Retirement
3	00000793	Termination
4	00000798	Leave Of Absence
5	00000799	Return From Leave

Admin   Pe

	Request ID	eForms Action
1	Request ID	

UTSA Announcements

Human Resources
- REMINDER: Notice to all benefits eligible employees regarding Vacation Lea
- IMPORTANT - Pay Advice ESS Instructions
  More...

Finance
- Disbursements & Travel Services (DTS) Training Materials
  More...

System Announcements
- Leave Accrual Availability
- Paycheck View Availability

Initiate New eForms Request

Action

Actions	[▼]	Status
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

▼ Contact Info

Entered By

Name

Phone

Email ID

Dept ID RVICES

Secondary Contact

Name [ ]

Phone [ ]

From the Action dropdown menu, click on **Job Attribute Change**

📧 Notify

🗐 Add

Job Attribute Change

Action

Actions	Job Attribute Change	**Status**
*Justification	Extend to the end of Spring 2019	

> In the **Justification** box, explain the purpose of the request

Employee Information

*Empl ID 8000109541 🔍 Hernandez,Samantha Amelia   Show Current Additional Pay

	Select	Empl RCD	Job Indicator	Company	HR Status	Payroll Status	Eff Date	Action	Reason	Dept ID
1	☑	0	Primary	SAN	Active	Active	01/08/2018	Rehire	Rehire - Same Institution	AEH007

Job Change Information

*Effective Date	05/10/2018
*Action	Data Changes
*Change Reason	Expected End Date

Current Job Information

Empl Class	Student
Pay Group	UTSA FLSA SemiMonthly
Comp Frqncy	Semi-Monthly
Semi Mo Hourly Rate	7.500000
Expected Job End Date	05/11/2018 ☑ Auto End Job

Proposed Job Information

Empl Class	Student
Comp Frqucy	Semi-Monthly
*Semi Mo Hourly Rate	7.500000
Expected Job End Date	05/31/2019 ☑ Auto End Job

Job Attribute Change

Action

Actions	Job Attribute Change ▼	**Status**		**Request ID**
*Justification	Extend to the end of Spring 2019			**Request Date**

Processing Messages

Request History

Enter the employee's **Empl ID**

Employee Information

*Empl ID 8000109541 🔍

Show Current Additional Pay

	Select	Empl RCD	Job Indicator	Company	HR Status	Payroll Status	Eff Date	Action	Reason	Dept ID
1	☑	0	Primary	SAN	Active	Active	01/08/2018	Rehire	Rehire - Same Institution	AEH007

Job Change Information

*Effective Date 05/10/2018 📅

*Action Data Changes ▼

*Change Reason ▼

Expected End Date	
Student Exemption Chg **PAYROLL ONLY**	
Working Retiree Data Chg	

Current Job Inform

Empl Class Student

Proposed Job Information

Empl Class Student ▼

Job Attribute Change

Action

Actions	Job Attribute Change ▾	**Status**		**Request ID**
*Justification	Extend to the end of Spring 2019			**Request Date**

Processing Messages

Request History

Employee Information

*Empl ID 8000109541 🔍   Show Current Additional Pay

	Select	Empl RCD	Job Indicator	Company	HR Status	Payroll Status	Eff Date	Action	Reason	Dept ID
1	☑	0	Primary	SAN	Active	Active				AEH007

Job Change Information

*Effective Date	05/10/2018 📅
*Action	Data Changes ▾
*Change Reason	Expected End Date ▾

The **Effective Date** should be BEFORE the employee is scheduled to auto-terminate.

Current Job Information

Empl Class	Student ▾
Pay Group	UTSA FLSA SemiMonthly ▾
Comp Frqncy	Semi-Monthly ▾
Semi Mo Hourly Rate	7.500000
Expected Job End Date	05/11/2018 ☑ Auto End Job

Proposed Job Information

Empl Class	Student ▾
Comp Frqucy	Semi-Monthly ▾
*Semi Mo Hourly Rate	7.500000
Expected Job End Date	05/11/2019 📅 ☑ Auto End Job

Choose the Appropriate **Change Reason**.

Expected End Date- used when requesting to change the end date
Student Exemption- Do not use
Working Retiree Data Chg= Retirees only

Job Change Information

*Effective Date 05/10/2018

*Action Data Changes

*Change Reason

[blank]
Expected End Date
Student Exemption Chg **PAYROLL ONLY**
Working Retiree Data Chg

Current Job Inform

Job Attribute Change

Action

Actions	Job Attribute Change ▼ **Status**
*Justification	Extend to the end of Spring 2019

Request ID

Request Date

Processing Messages

Request History

Employee Information

*Empl ID 8000109541 🔍

Show Current Additional Pay

	Select	Empl RCD	Job Indicator	Company	HR Status	Payroll Status	Eff Date	Action	Reason	Dept ID
1	☑	0	Primary	SAN	Active	Active		...tution		AEH007

Job Change Information

*Effective Date	05/10/2018 📅
*Action	Data Changes ▼
*Change Reason	Expected End Date ▼

> **Add the new Expected Job End Date**

Current Job Information

Empl Class	Student ▼
Pay Group	UTSA FLSA SemiMonthly ▼
Comp Frqncy	Semi-Monthly ▼
Semi Mo Hourly Rate	7.500000
Expected Job End Date	05/11/2018 ☑ Auto End Job

Proposed Job Information

Empl Class	Student ▼
Comp Frqucy	Semi-Monthly ▼
*Semi Mo Hourly Rate	7.500000
Expected Job End Date	05/11/2019 📅 ☑ Auto End Job

Current Position Information

Position	10033057	Profile ID	

Update Reg/Temp, Reports To Pos, Location Code and Mail Drop ID, if needed.

FTE 0.475000

Stnd Hrs/Wk 19.00

Max Head Cnt 1

Reports To Pos 10026124

Reports To Name Lisa Chavez

Reports To Email Lisa.Chavez@utsa.edu

Location Code MB

Proposed Position Information

Position	10033057
Effective Date	01/20/2015
Status	Active ▼
Reason Code	Position FTE/Ben Elig/Reg/Temp ▼
Company	University of Texas, San Anton ▼
Business Unit	UTS02 VP of Academic Affairs
Department	AEH007 COEHD EDUC LEADERSHIP
Job Code	10076 STUDENT READER/GRADER I
Job Title	STUDENT READER/GRADER I
Reg/Temp	Regular ▼
Full/Part Time	Part Time ▼
FLSA Status	Nonexempt ▼
Empl Class	Student ▼
Sal Plan	UTSA Student ▼
*FTE	0.475000
Stnd Hrs/Wk	19.00
Max Head Cnt	1
Reports To Pos	10026124 🔍
Reports To Name	Lisa Chavez
Reports To Email	Lisa.Chavez@utsa.edu
Location Code	MB 🔍
Mail Drop ID	01540

Human Resources

Current Funding

Find First ◀ 1 of 1 ▶ Last

Start Date 09/01/2017

Distribution	Chartfields	Project Info	[≡▶]

Ern Cd	Cost Center	Cost Center Descr	Project/Grant	Project Descr	Funding End Date	Distrb %	Est. Expense
	DDX025	ELPS LEARNING RESOURCES FEE				100.000	

Proposed Funding

Find First ◀ 1 of 1 ▶ Last [+] [−]

*Start Date 07/25/2018 [📅]

Distribution	Chartfields	Project Info

Ern Cd	Cost Center	Cost Cente...	...scr	Funding End Date	Distrb %	Est. Expense		
	DDX025 🔍	ELPS LEAF... RESOURC...		[📅]	100.000		[+] [−]

> ## Click the **Save** button
>
> *This has to be done prior to adding attachments or comments*

▶ Attachments

▶ Comments

▶ Contact Information

Save	Submit	Approve	Deny	CallBack	Sendback	Cancel	Copy...	Check Funds

Proposed Funding

*Start Date 07/25/2018 📅

| Distribution | Chartfields | Project Info |

Ern Cd	Cost Center	Cost Center Descr	Project/Grant	Project Descr	Funding End Date	Distrb %	Est. Expense	
	DDX025 🔍	ELPS LEARNING RESOURCES FEE			📅	100.000	798.00	➕ ➖

▼ Attachments

	Type	Note		By
1				

[Add/Delete]

Click **Add/Delete** to add **Attachments,** if needed

▼ Comments

[Add/Edit]

Comment By   DateTime

► Contact Information

[Save] [Submit] [Approve] [Deny] [CallBack] [Sendback] [Cancel] [Copy...] [Check Funds]

Proposed Funding

*Start Date 07/25/2018 📅   ➕ ➖

| Distribution | Chartfields | Project Info | 📧▶ |

Ern Cd	Cost Center	Cost Center Descr	Project/Grant	Project Descr	Funding End Date	Distrb %	Est. Expense		
	DDX025 🔍	ELPS LEARNING RESOURCES FEE	🔍		📅	100.000	798.00	➕	➖

▼ Attachments

	Type	Note	Attached File	Attach Date/Time	By
1					

[Add/Delete]

▼ Comments

[Add/Edit]

Click the **Submit** button to forward the request for approval

Comment By

▶ Contact Information

[Save] [Submit] [Approve] [Deny] [CallBack] [Sendback] [Cancel] [Copy...] [Check Funds]

How do I know who will auto-term?

- Query:

  - UTS_FO_ACTIVE_EES

  - Report is run by Dept ID

- Submit request in the beginning of the month

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

hr@utsa.edu