



eForm Action Types

Job Attribute Change

- Used to update an existing employee's job information
 - Pay Rate changes
 - Expected End Date change

Favorites Main Menu

Employee Self-Service mvUTShare

Personalize: Content | La

Employee Self Service

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

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

eForms

[View Existing Requests](#)

[Create New Request](#)

[My Pending Approvals](#)

[Budget Overview](#)

[Reports](#)

My Requests

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

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

Admin

Request ID	eForms Action
1 Request ID	

UTSA Announcements

Human Resources

- [REMINDER: Notice to all benefits eligible employees regarding Vacation Le](#)
 - [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

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 menu, click on **Job Attribute Change**

Contact Info

Entered By

Name

Phone

Email ID

Dept ID

Secondary Contact

Name

Phone

Notify

Add

Job Attribute Change

Action

Actions Status

*Justification

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

- [Request ID](#)
- [Request Date](#)
- [Processing Messages](#)
- [Request History](#)

Employee Information

*Empl ID

[Show Current Additional Pay](#)

Select	Empl RCD	Job Indicator	Company	HR Status	Payroll Status	Eff Date	Action	Reason	Dept ID
1 <input checked="" type="checkbox"/>	0	Primary	SAN	Active	Active	01/08/2018	Rehire	Rehire - Same Institution	AEH007

Job Change Information

*Effective Date

*Action

*Change Reason

Job Attribute Change

Action

Actions Status

*Justification

Request ID
Request Date
[Processing Messages](#)
[Request History](#)

Employee Information

*Empl ID

Select	Empl RCD	Job Indicator	Company	HR Status	Payroll Status	E	Additional Pay	Dept ID
1 <input checked="" type="checkbox"/>	0	Primary	SAN	Active	Active	0		AEH007

Enter the **Effective Date**.
*Very important, reference the processing calendar for deadlines.

Job Change Information

*Effective Date

*Action

*Change Reason

Actions Status

*Justification

Request ID
Request Date
[Processing Messages](#)
[Request History](#)

Employee Information

*Empl ID

[Show Current Additional Pay](#)

Select	Empl RCD	Job Indicator	Company	HR Status	Payroll Status	Eff	Dept ID
1 <input checked="" type="checkbox"/>		0 Primary	SAN	Active	Active	01	AEH007

From the **Action** list select **Pay Rate Changes**

Job Change Information

*Effective Date

*Action

*Change Reason

Select	Empl RCD	Job Indicator	Company	HR Status	Payroll Status	Empl ID
1 <input checked="" type="checkbox"/>		0 Primary	SAN	Active	Active	EH007

Change Reason: Select Correction to Pay Rate or Equity. The other options are for HR use only.

Job Change Information

*Effective Date

*Action

*Change Reason

- Bring to Minimum **HR ONLY**
- Correction Pay Rate
- Cost-of Living Adjustment **HR ONLY**
- Counter offer **HR ONLY**
- Equity
- Job Reclassification **HR ONLY**
- Merit **HR ONLY**
- Out of Cycle Merit **HR ONLY**
- Permanent Additional Duties **HR ONLY**
- Promotion **HR ONLY**
- Temporary Additional Duties **HR ONLY**
- Working Retiree Pay Change **HR ONLY**

Current Job Information

Empl Class

Pay Group

Comp Frqncy

Semi Mo Hourly

Expected Job E

Proposed Job Information

Empl Class

Comp Frqncy

*Semi Mo Hourly Rate

Expected Job End Date

Current Position Information

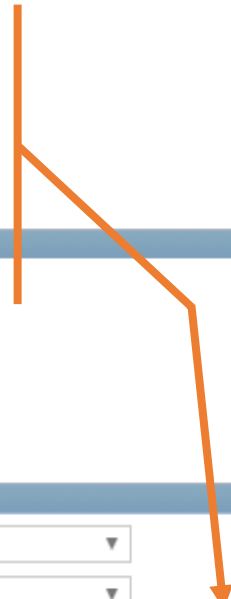
Proposed Position Information

Current Job Information	
Empl Class	Classified
Pay Group	UTSA FLSA Monthly
Comp Frqncy	Monthly
FTE	1.000000
Annual Rate @100%	37859.000
Annual Rate @FTE	37859.000
Monthly Rate	3154.917
Expected Job End Date	<input type="checkbox"/> Auto End Job

Proposed Job Information	
Empl Class	Classified
Comp Frqncy	Monthly
FTE	1.000000
*Annual Rate @100%	40000.000
Annual Rate @ FTE	40000.000
Monthly Rate	3333.333
Expected Job End Date	<input type="checkbox"/> Auto End Job

Enter in new annualized salary, then "tab out"

Enter new **Rate**. The amount will be hourly or annual based on the position



9.00

Job Change Information

*Effective Date

*Action

*Change Reason

Current Job Information

Empl Class

Pay Group

Comp Frqncy

Semi Mo Hourly Rate

Expected Job End Date Auto End Job

Proposed Job Information

Empl Class

Comp Frqncy

*Semi Mo Hourly Rate

Expected Job End Date Auto End Job

Current Position Information

Position	10033057	Profile ID	
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		GRADER I	
Job Title			
Reg/Temp			
Full/Part			
FLSA Status			
Empl Class			
Sal Plan			
Acadm			
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		

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	Temporary		
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		

Other fields can be updated if needed, such as **Location Code** and **Mail Drop ID**

Update funding, if needed. Add a **Start Date** and the new Cost Center or Project/Grant info

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	Funding End Date	Distrb %	Est. Expense
	DDX025	ELPS LEARNING RESOURCES FEE			100.000	

Proposed 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	

Click **Save**

Attachments

Comments

Contact Information

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

▼ Attachments

Type	Note	Attached File	Attach Date/Time	By
1				

Add/Delete

▼ Comments Find First 1 of 1 Last

Add/Edit

Comment By DateTime

Click Submit

▶ Contact Information

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

Contact Information

Department Approvals

REQUEST_ID=00004619:Pending

Department Approvals

Pending

[Kristee Dion Phelps](#)
Department Head/Manager

Business Office Approvals

REQUEST_ID=00004619:Awaiting Further Approvals

Staff Position Changes

Not Routed

[Multiple Approvers](#)
Budget Office

Not Routed

[Multiple Approvers](#)
HR Compensation

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

Notify

Add



Questions?

Contact:

Human Resources

(210) 458-4648

hr@utsa.edu