

## Position Attribute Change Job Aid

The **Position Attribute Change** eForm may be used to request changes to the details of a position, including vacant and filled positions. This may include updating the Title, Full-time/Part-time Status, Reports To, Department, etc. Please note, any changes made to a position will impact the incumbent, and be transferred to their respective job record.

### Inactivate Position

Navigation: *Main Menu > HRMS > UTZ Customizations > eForms for HR/Payroll Actions > Action Request*

1. Navigate to the **eForms Action Request** page and click on the **Add a New Value** tab.
2. The **Initiate New eForms Request** page is displayed. Select the **Position Attribute Change** option from the “Action” drop down menu.
3. The **Position Attribute Change** eForm is displayed. Use the **Justification** text box to explain or “justify” the reason for the new eForm action requested.
4. Enter the position number, or click the magnifying glass to search for the position number. Using the magnifying glass will bring up all positions in your Department ID. The effective date will default to the current date; however, it may be updated as necessary.

**Note:** If the position is filled, the incumbent will show in the **Current and Future Incumbents** section. From the **Reason** drop-down box, select **Inactivate Position**.

The screenshot shows the eForm interface for 'Position Attribute Change'. The 'Action' dropdown is set to 'Position Attribute Change'. The 'Justification' field contains 'inactivate position'. The 'Position' field has '10060886' and a search icon. The 'Eff Date' field has '09/01/2018' and a calendar icon. The 'Reason' dropdown is set to 'Inactivate Position'. A table titled 'Current and Future Incumbents' shows one entry with 'Empl Rcd' value '0'.

Empl ID	Empl Rcd	Name	Position Entry Date
	0		

5. Based on the Position number entered, the **Current Position Information** will display. Use the **Proposed Position Information** to make your change to **Active** or **Inactive**.

\*Reason: Inactivate Position

Current Position Information		Proposed Position Information	
Position	10060886 Profile ID	Position	10060886
Effective Date	05/20/2016	Effective Date	05/20/2016
Status	Active	Status	Inactive
Company	University of Texas, San Anton	Company	University of Texas, San Anton
Business Unit	UTS02 VP of Academic Affairs	Business Unit	UTS02 VP of Academic Affairs
Department	AEH007 COEHD EDUC LEADERSHIP	Department	AEH007 COEHD EDUC LEADERSHIP
Job Code	10020 ASSOCIATE PROFESSOR	Job Code	10020 ASSOCIATE PROFESSOR
Job Title	ASSOCIATE PROFESSOR	Job Title	ASSOCIATE PROFESSOR
Reg/Temp	Temporary	Reg/Temp	Temporary
Full/Part Time	Part-Time	Full/Part Time	Part Time
Empl Class	Non-Standard Sem	Empl Class	Non-Standard Sem
Sal Plan	UTSA Faculty	Sal Plan	UTSA Faculty
Acadm Rnk	002	Budgeted Amt	
FTE	0.610000	*FTE	0.610000
Std Hrs/Wk	24.40	Std Hrs/Wk	24.40

6. The **Current Funding** for the position will display for information purposes only.

Current Funding						
Start Date 09/01/2017						
Cost Center	Cost Center Descr	Project/Grant	Project Descr	Funding End Date	Distrb %	Est. Expense
EGD034	DEPT OF EDUC LEADERSHIP				100.000	

7. Once all the required fields have been completed, click the **Save** button. Notice a **Request ID** number has been assigned, with a **Status** of "Saved."
8. Expand the **Attachments** or **Comments** section to attach required documentation and include any special comments, if needed.
9. After you've added attachments and comments, click the **Submit** button.

Current Funding						
Start Date 09/01/2017						
Cost Center	Cost Center Descr	Project/Grant	Project Descr	Funding End Date	Distrb %	Est. Expense
EGD034	DEPT OF EDUC LEADERSHIP				100.000	
<p>Attachments</p> <p>Comments</p> <p>Contact Information</p>						
<p>Save <b>Submit</b> Approve Deny CallBack Sendback Cancel Copy... Check Funds</p>						

10. The document will route for approval. You will be notified via email when your request is complete.