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.
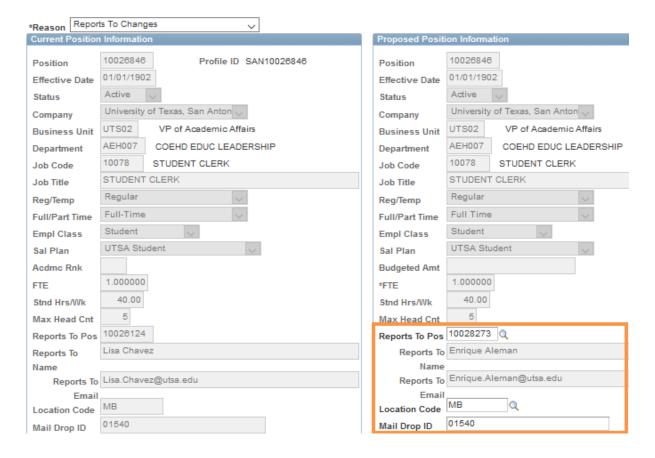
Reports To Changes

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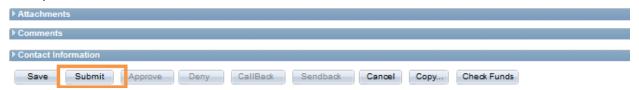*Note:* If the position is filled, the incumbent will show in the **Current and Future Incumbents** section. From the **Reason** drop-down box, select **Reports To Changes**.

5. Based on the Position number entered, the **Current Position Information** will display. Use the **Proposed Position Information** to make your change to **Reports To, Location,** and/or **Mail Drop ID.**

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6. 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."

7. Expand the **Attachments** or **Comments** section to attach required documentation and include any special comments, if needed.

8. After you've added attachments and comments, click the **Submit** button.

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