

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**.

Position Attribute Change

Action	
Actions	Position Attribute Change ▼ Status
*Justification	Change reports to supervisor
*Position	10026846 🔍
*Eff Date	09/01/2018 📅
*Reason	Reports To Changes ▼

Current and Future Incumbents			
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 **Reports To, Location, and/or Mail Drop ID**.

*Reason Reports To Changes

Current Position Information		Proposed Position Information	
Position	10026846	Profile ID	SAN10026846
Effective Date	01/01/1902	Position	10026846
Status	Active	Effective Date	01/01/1902
Company	University of Texas, San Anton	Status	Active
Business Unit	UTS02 VP of Academic Affairs	Company	University of Texas, San Anton
Department	AEH007 COEHD EDUC LEADERSHIP	Business Unit	UTS02 VP of Academic Affairs
Job Code	10078 STUDENT CLERK	Department	AEH007 COEHD EDUC LEADERSHIP
Job Title	STUDENT CLERK	Job Code	10078 STUDENT CLERK
Reg/Temp	Regular	Job Title	STUDENT CLERK
Full/Part Time	Full-Time	Reg/Temp	Regular
Empl Class	Student	Full/Part Time	Full Time
Sal Plan	UTSA Student	Empl Class	Student
Acadm Rnk		Sal Plan	UTSA Student
FTE	1.000000	Budgeted Amt	
Stnd Hrs/Wk	40.00	*FTE	1.000000
Max Head Cnt	5	Stnd Hrs/Wk	40.00
Reports To Pos	10026124	Max Head Cnt	5
Reports To Name	Lisa Chavez	Reports To Pos	10028273
Reports To Email	Lisa.Chavez@utsa.edu	Reports To Name	Enrique Aleman
Location Code	MB	Reports To Email	Enrique.Aleman@utsa.edu
Mail Drop ID	01540	Location Code	MB
		Mail Drop ID	01540

- 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."
 - Expand the **Attachments** or **Comments** section to attach required documentation and include any special comments, if needed.
 - After you've added attachments and comments, click the **Submit** button.
- ▶ Attachments
▶ Comments
▶ Contact Information
- The document will route for approval. You will be notified via email when your request is complete.