Modify Position

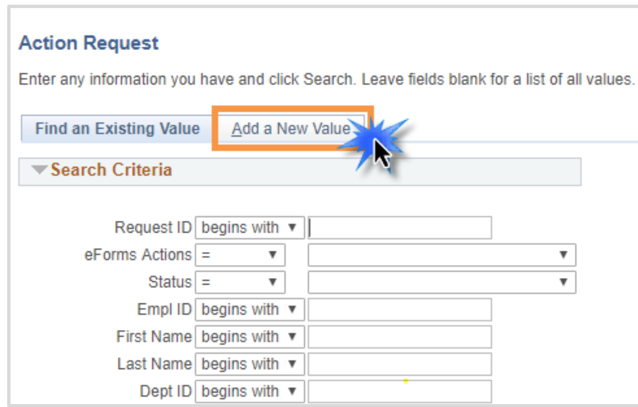
The Modify Position form is used to change the attributes on a vacant or filled position (i.e. Reports To change, Reorganization, Reclassification, Inactivate/Activate a Position, Transfer a Position, etc.). To modify a position, complete the following steps:

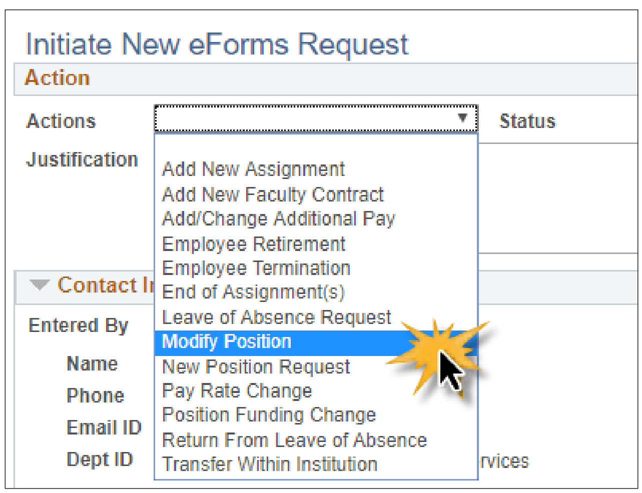
1) In UTShare, navigate to the Action Request page

   NavBar > Menu > HRMS > UTZ Customizations > eForms for HR/Payroll Actions > Action Request

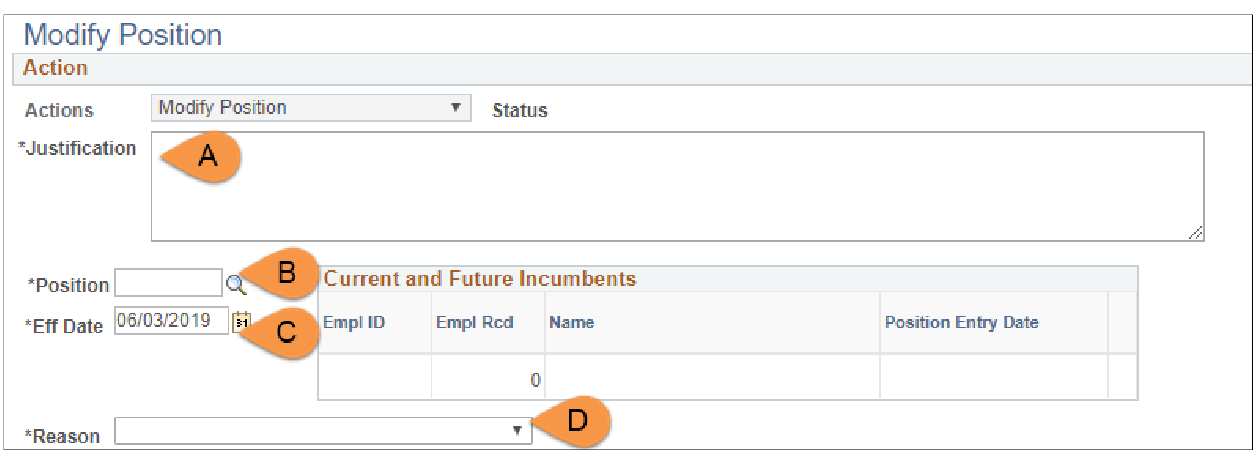
2) Click the Add a New Value tab.

3) Select the Modify Position Request Form





4) In the Action section, complete the following fields.



A. Use the **Justification** text box to explain or justify the reason for the request. (Required)

B. Enter or lookup the **Position** number receiving the change. The associated table displays the employee assigned to the position (if filled).

C. Enter the **Effective Date** for the change.

D. Select a change **Reason** from the drop-down menu. Screenshots for each **Reason** can be seen in Step 5. The options are:

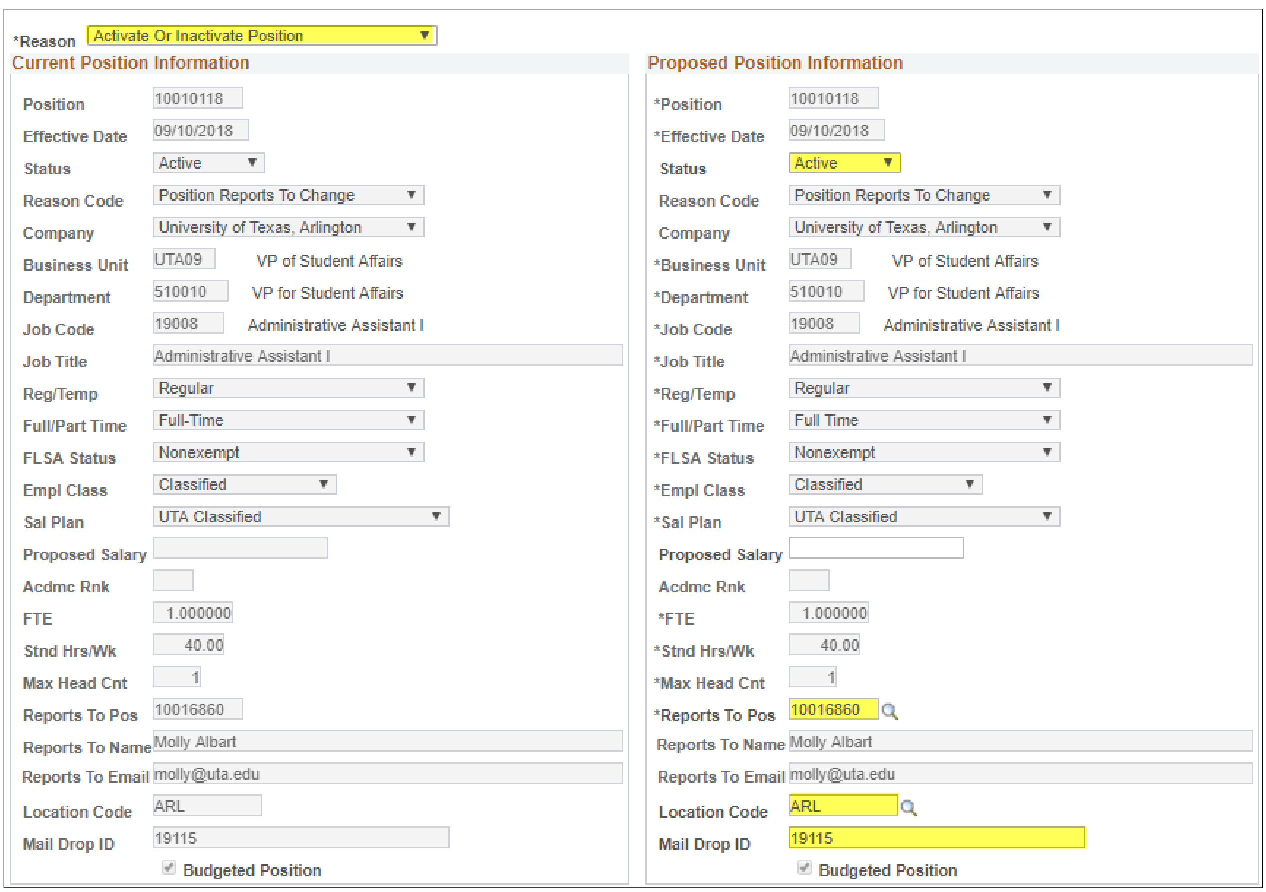
- Activate or Inactivate Position
- FTE/Ben Elig/Reg/Temp
- Location/Campus Box Changes
- Position (Working) Title Change
- Re-Organization/Restructure
- Reclassification
- Reports To Changes
- Transfer Vacant Position to New Dept
- Working Retiree POS Chg

5) Complete the Proposed Position Information Section based on the selected Reason.

The **Current Position Information** is displayed. Use the **Proposed Position Information** section to make changes. Depending on the **Reason** selected, the fields available to edit will vary.

REASON: Activate or Inactivate Position

Select this reason code if activating or inactivating a position. Update the **Status** field. In addition, you can update the Reports To, Location Code and Mail Drop ID (if applicable). Proceed to step six.

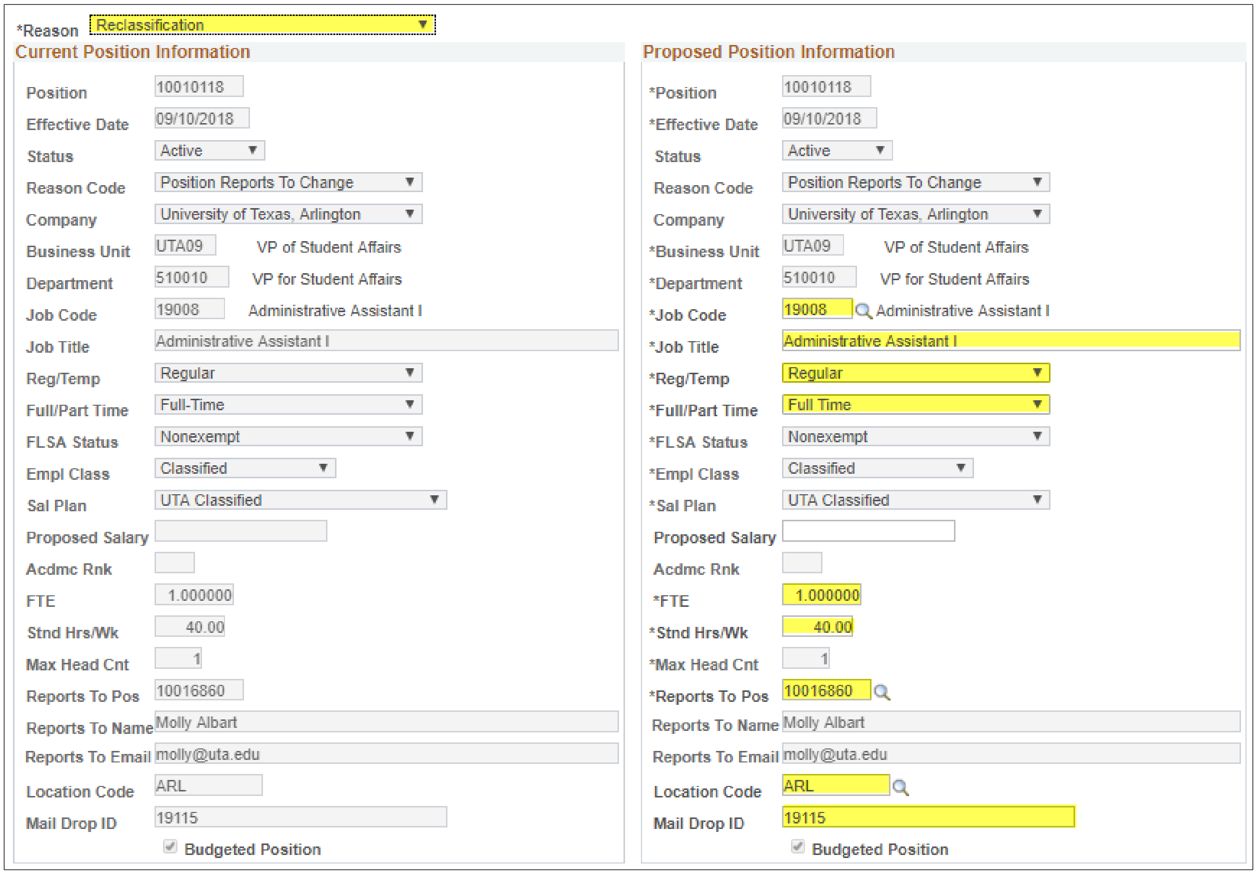


*Reason: Activate Or Inactivate Position

Current Position Information		Proposed Position Information	
Position	10010118	*Position	10010118
Effective Date	09/10/2018	*Effective Date	09/10/2018
Status	Active	Status	Active
Reason Code	Position Reports To Change	Reason Code	Position Reports To Change
Company	University of Texas, Arlington	Company	University of Texas, Arlington
Business Unit	UTA09 VP of Student Affairs	*Business Unit	UTA09 VP of Student Affairs
Department	510010 VP for Student Affairs	*Department	510010 VP for Student Affairs
Job Code	19008 Administrative Assistant I	*Job Code	19008 Administrative Assistant I
Job Title	Administrative Assistant I	*Job Title	Administrative Assistant I
Reg/Temp	Regular	*Reg/Temp	Regular
Full/Part Time	Full-Time	*Full/Part Time	Full Time
FLSA Status	Nonexempt	*FLSA Status	Nonexempt
Empl Class	Classified	*Empl Class	Classified
Sal Plan	UTA Classified	*Sal Plan	UTA Classified
Proposed Salary		Proposed Salary	
Acdmc Rnk		Acdmc Rnk	
FTE	1.000000	*FTE	1.000000
Stnd Hrs/Wk	40.00	*Stnd Hrs/Wk	40.00
Max Head Cnt	1	*Max Head Cnt	1
Reports To Pos	10016860	*Reports To Pos	10016860
Reports To Name	Molly Albart	Reports To Name	Molly Albart
Reports To Email	molly@uta.edu	Reports To Email	molly@uta.edu
Location Code	ARL	Location Code	ARL
Mail Drop ID	19115	Mail Drop ID	19115
Budgeted Position		Budgeted Position	

REASON: Reclassification

Select this reason code if processing a reclassification. Update the **Job Code** field. In addition, you can update the Job Title, Reg/Temp. Full/Part Time status, FTE, Stnd Hrs/Wk, Reports To, Location Code and Mail Drop ID (if applicable). Proceed to step six.

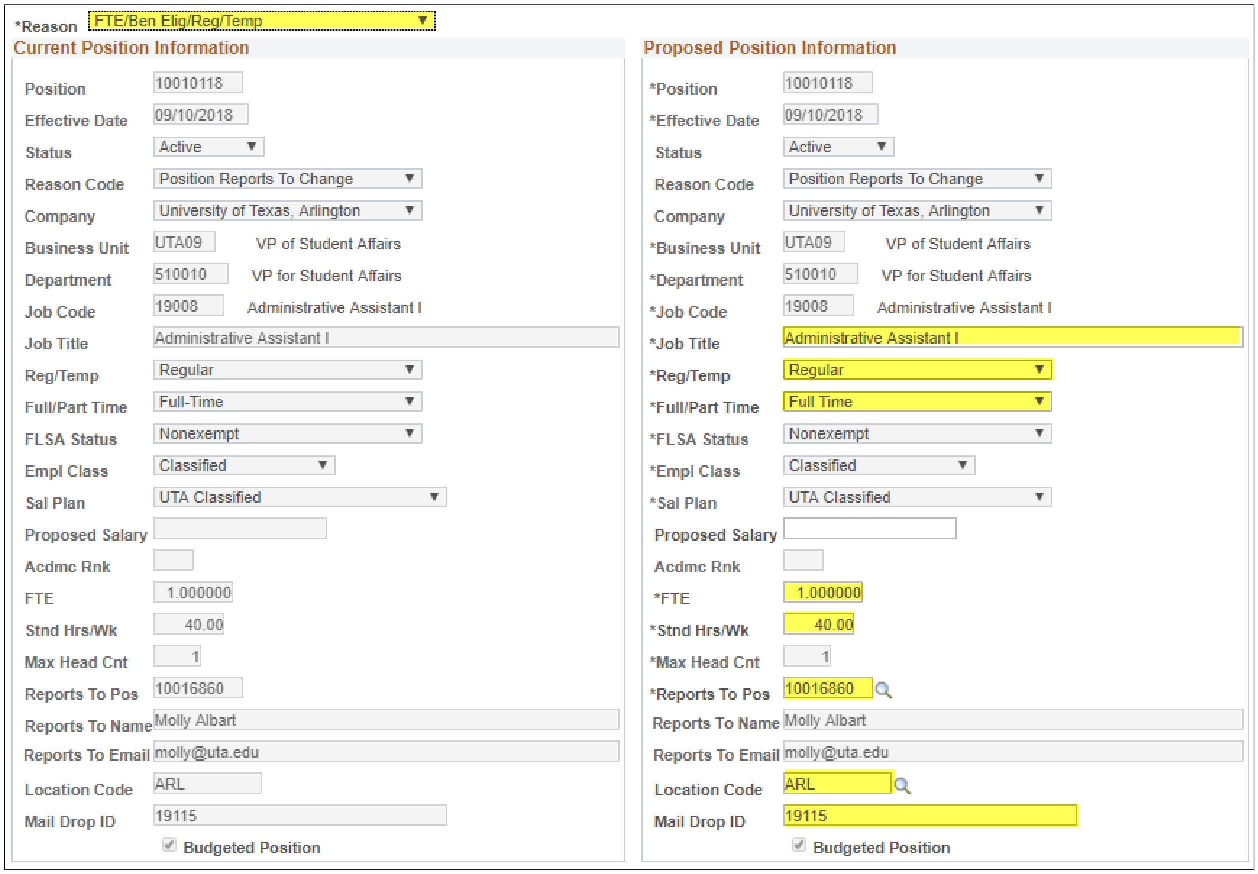


*Reason: Reclassification

Current Position Information		Proposed Position Information	
Position	10010118	*Position	10010118
Effective Date	09/10/2018	*Effective Date	09/10/2018
Status	Active	Status	Active
Reason Code	Position Reports To Change	Reason Code	Position Reports To Change
Company	University of Texas, Arlington	Company	University of Texas, Arlington
Business Unit	UTA09 VP of Student Affairs	*Business Unit	UTA09 VP of Student Affairs
Department	510010 VP for Student Affairs	*Department	510010 VP for Student Affairs
Job Code	19008 Administrative Assistant I	*Job Code	19008 Administrative Assistant I
Job Title	Administrative Assistant I	*Job Title	Administrative Assistant I
Reg/Temp	Regular	*Reg/Temp	Regular
Full/Part Time	Full-Time	*Full/Part Time	Full Time
FLSA Status	Nonexempt	*FLSA Status	Nonexempt
Empl Class	Classified	*Empl Class	Classified
Sal Plan	UTA Classified	*Sal Plan	UTA Classified
Proposed Salary		Proposed Salary	
Acdmc Rnk		Acdmc Rnk	
FTE	1.000000	*FTE	1.000000
Stnd Hrs/Wk	40.00	*Stnd Hrs/Wk	40.00
Max Head Cnt	1	*Max Head Cnt	1
Reports To Pos	10016860	*Reports To Pos	10016860
Reports To Name	Molly Albart	Reports To Name	Molly Albart
Reports To Email	molly@uta.edu	Reports To Email	molly@uta.edu
Location Code	ARL	Location Code	ARL
Mail Drop ID	19115	Mail Drop ID	19115
	Budgeted Position		Budgeted Position

REASON: FTE/Ben Elig/Reg/Temp

Select this reason code if making changes to the Full Time Equivalent or Regular/Temporary status. Update the **Reg/Temp**, **Full/Part Time** status, **FTE** and/or **Stand Hrs/Wk** fields. In addition, you can update the Reports To, Location Code and Mail Drop ID (if applicable). Proceed to step six.

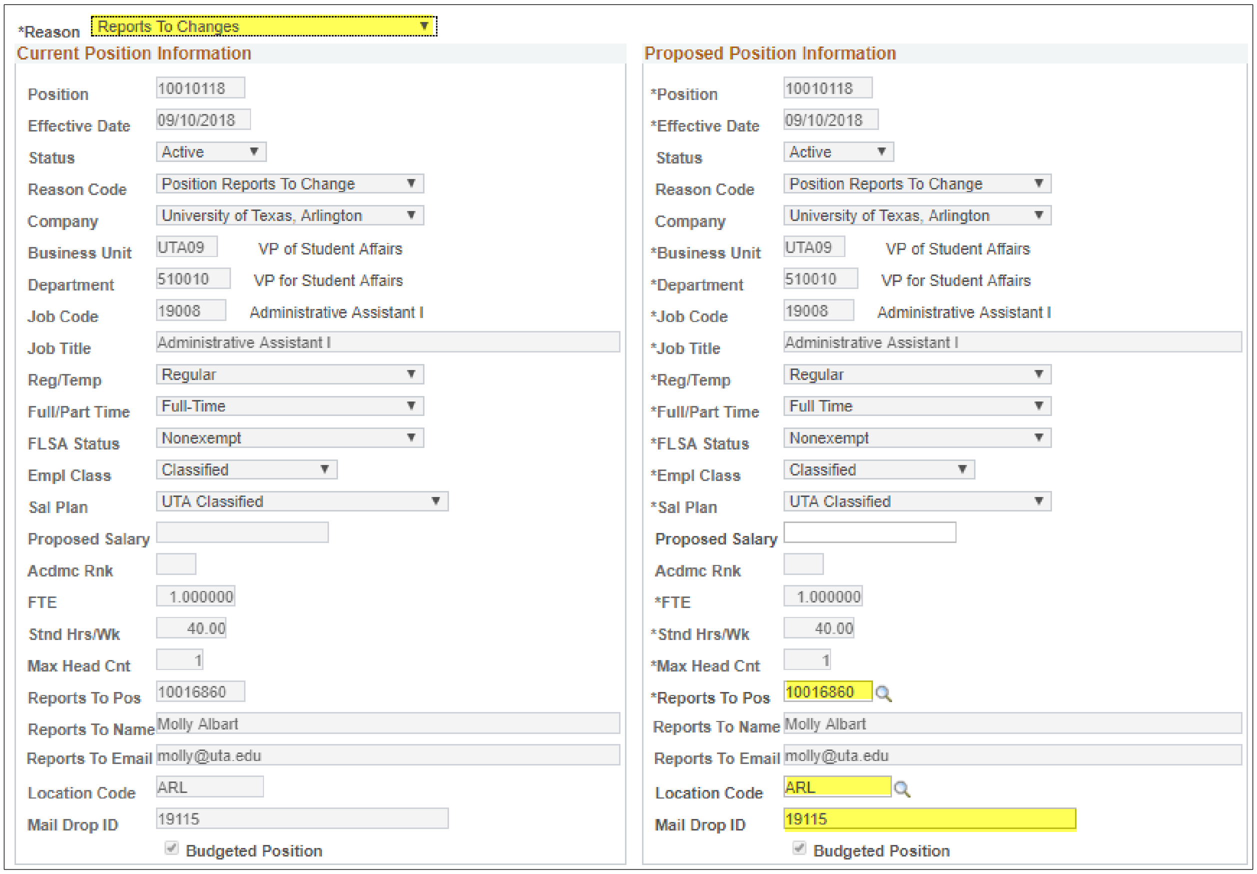


*Reason: FTE/Ben Elig/Reg/Temp

Current Position Information		Proposed Position Information	
Position	10010118	*Position	10010118
Effective Date	09/10/2018	*Effective Date	09/10/2018
Status	Active	Status	Active
Reason Code	Position Reports To Change	Reason Code	Position Reports To Change
Company	University of Texas, Arlington	Company	University of Texas, Arlington
Business Unit	UTA09 VP of Student Affairs	*Business Unit	UTA09 VP of Student Affairs
Department	510010 VP for Student Affairs	*Department	510010 VP for Student Affairs
Job Code	19008 Administrative Assistant I	*Job Code	19008 Administrative Assistant I
Job Title	Administrative Assistant I	*Job Title	Administrative Assistant I
Reg/Temp	Regular	*Reg/Temp	Regular
Full/Part Time	Full-Time	*Full/Part Time	Full Time
FLSA Status	Nonexempt	*FLSA Status	Nonexempt
Empl Class	Classified	*Empl Class	Classified
Sal Plan	UTA Classified	*Sal Plan	UTA Classified
Proposed Salary		Proposed Salary	
Acdmc Rnk		Acdmc Rnk	
FTE	1.000000	*FTE	1.000000
Stnd Hrs/Wk	40.00	*Stnd Hrs/Wk	40.00
Max Head Cnt	1	*Max Head Cnt	1
Reports To Pos	10016860	*Reports To Pos	10016860
Reports To Name	Molly Albart	Reports To Name	Molly Albart
Reports To Email	molly@uta.edu	Reports To Email	molly@uta.edu
Location Code	ARL	Location Code	ARL
Mail Drop ID	19115	Mail Drop ID	19115
Budgeted Position		Budgeted Position	

REASON: Reports to Changes

Select this reason code if changing the Reports To on a position. Update the **Reports To Pos** field. In addition, you can update Location Code and Mail Drop ID (if applicable). Proceed to step six.

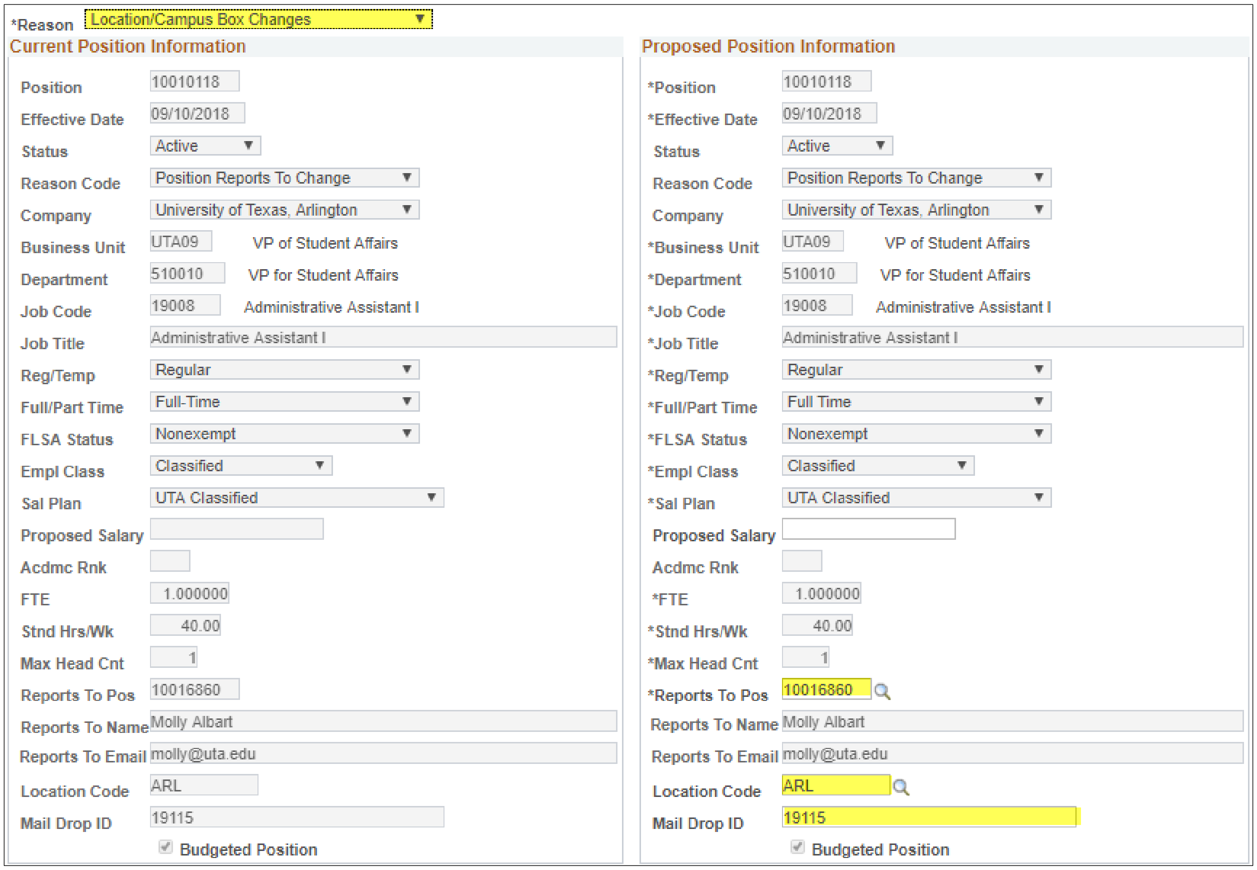


*Reason: Reports To Changes

Current Position Information		Proposed Position Information	
Position	10010118	*Position	10010118
Effective Date	09/10/2018	*Effective Date	09/10/2018
Status	Active	Status	Active
Reason Code	Position Reports To Change	Reason Code	Position Reports To Change
Company	University of Texas, Arlington	Company	University of Texas, Arlington
Business Unit	UTA09 VP of Student Affairs	*Business Unit	UTA09 VP of Student Affairs
Department	510010 VP for Student Affairs	*Department	510010 VP for Student Affairs
Job Code	19008 Administrative Assistant I	*Job Code	19008 Administrative Assistant I
Job Title	Administrative Assistant I	*Job Title	Administrative Assistant I
Reg/Temp	Regular	*Reg/Temp	Regular
Full/Part Time	Full-Time	*Full/Part Time	Full Time
FLSA Status	Nonexempt	*FLSA Status	Nonexempt
Empl Class	Classified	*Empl Class	Classified
Sal Plan	UTA Classified	*Sal Plan	UTA Classified
Proposed Salary		Proposed Salary	
Acdmc Rnk		Acdmc Rnk	
FTE	1.000000	*FTE	1.000000
Stnd Hrs/Wk	40.00	*Stnd Hrs/Wk	40.00
Max Head Cnt	1	*Max Head Cnt	1
Reports To Pos	10016860	*Reports To Pos	10016860
Reports To Name	Molly Albart	Reports To Name	Molly Albart
Reports To Email	molly@uta.edu	Reports To Email	molly@uta.edu
Location Code	ARL	Location Code	ARL
Mail Drop ID	19115	Mail Drop ID	19115
Budgeted Position		Budgeted Position	

REASON: Location/Campus Box Changes

Select this reason code if making changes to the Location/Campus Box. Update the Location Code and/or Mail Drop ID fields. In addition, you can update the Reports To (if applicable). Proceed to step six.

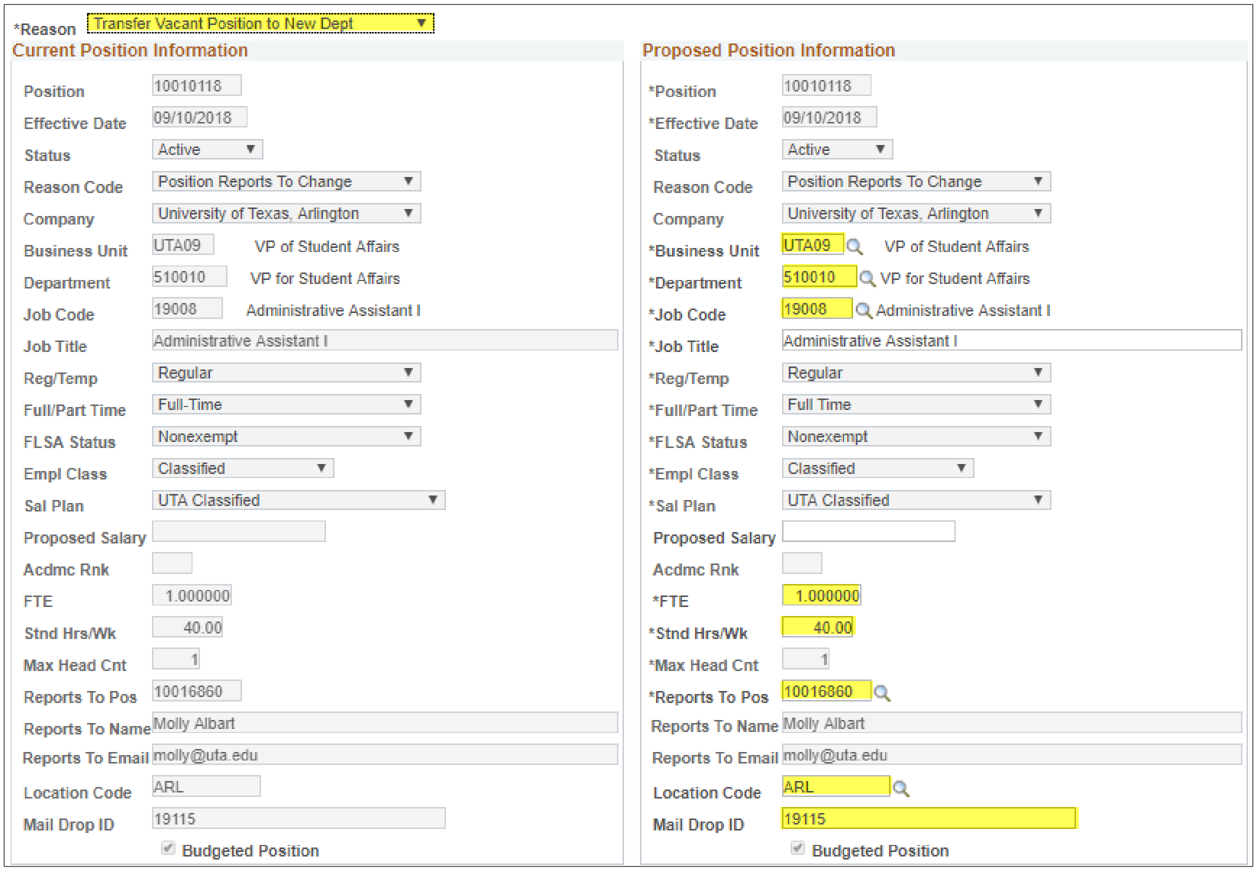


*Reason: Location/Campus Box Changes

Current Position Information		Proposed Position Information	
Position	10010118	*Position	10010118
Effective Date	09/10/2018	*Effective Date	09/10/2018
Status	Active	Status	Active
Reason Code	Position Reports To Change	Reason Code	Position Reports To Change
Company	University of Texas, Arlington	Company	University of Texas, Arlington
Business Unit	UTA09 VP of Student Affairs	*Business Unit	UTA09 VP of Student Affairs
Department	510010 VP for Student Affairs	*Department	510010 VP for Student Affairs
Job Code	19008 Administrative Assistant I	*Job Code	19008 Administrative Assistant I
Job Title	Administrative Assistant I	*Job Title	Administrative Assistant I
Reg/Temp	Regular	*Reg/Temp	Regular
Full/Part Time	Full-Time	*Full/Part Time	Full Time
FLSA Status	Nonexempt	*FLSA Status	Nonexempt
Empl Class	Classified	*Empl Class	Classified
Sal Plan	UTA Classified	*Sal Plan	UTA Classified
Proposed Salary		Proposed Salary	
Acdmc Rnk		Acdmc Rnk	
FTE	1.000000	*FTE	1.000000
Stnd Hrs/Wk	40.00	*Stnd Hrs/Wk	40.00
Max Head Cnt	1	*Max Head Cnt	1
Reports To Pos	10016860	*Reports To Pos	10016860
Reports To Name	Molly Albart	Reports To Name	Molly Albart
Reports To Email	molly@uta.edu	Reports To Email	molly@uta.edu
Location Code	ARL	Location Code	ARL
Mail Drop ID	19115	Mail Drop ID	19115
	Budgeted Position		Budgeted Position

REASON: Transfer Vacant Position to New Dept

Select this reason code if transferring a vacant position to a new department. Update the **Business Unit** and/or **Department** number fields. In addition, you can update the Job Code, FTE, Stnd Hrs/Wk, Reports To, Location Code and Mail Drop ID (if applicable). Proceed to step six.

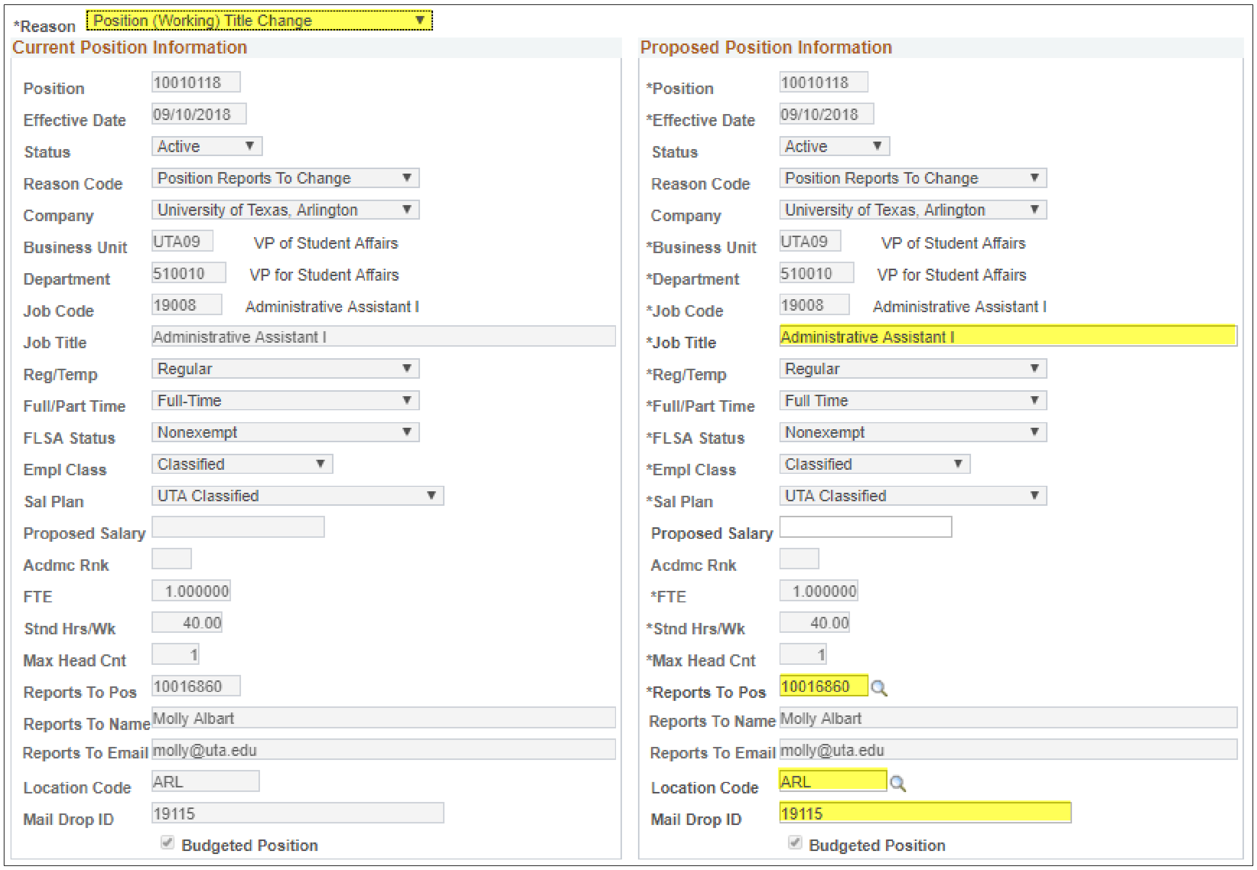


*Reason: Transfer Vacant Position to New Dept

Current Position Information		Proposed Position Information	
Position	10010118	*Position	10010118
Effective Date	09/10/2018	*Effective Date	09/10/2018
Status	Active	Status	Active
Reason Code	Position Reports To Change	Reason Code	Position Reports To Change
Company	University of Texas, Arlington	Company	University of Texas, Arlington
Business Unit	UTA09 VP of Student Affairs	*Business Unit	UTA09 VP of Student Affairs
Department	510010 VP for Student Affairs	*Department	510010 VP for Student Affairs
Job Code	19008 Administrative Assistant I	*Job Code	19008 Administrative Assistant I
Job Title	Administrative Assistant I	*Job Title	Administrative Assistant I
Reg/Temp	Regular	*Reg/Temp	Regular
Full/Part Time	Full-Time	*Full/Part Time	Full Time
FLSA Status	Nonexempt	*FLSA Status	Nonexempt
Empl Class	Classified	*Empl Class	Classified
Sal Plan	UTA Classified	*Sal Plan	UTA Classified
Proposed Salary		Proposed Salary	
Acdmc Rnk		Acdmc Rnk	
FTE	1.000000	*FTE	1.000000
Stnd Hrs/Wk	40.00	*Stnd Hrs/Wk	40.00
Max Head Cnt	1	*Max Head Cnt	1
Reports To Pos	10016860	*Reports To Pos	10016860
Reports To Name	Molly Albart	Reports To Name	Molly Albart
Reports To Email	molly@uta.edu	Reports To Email	molly@uta.edu
Location Code	ARL	Location Code	ARL
Mail Drop ID	19115	Mail Drop ID	19115
Budgeted Position	✓	Budgeted Position	✓

REASON: Position (Working) Title Change

Select this reason code if changing the Position (Working) Title. Update the **Job Title** field. In addition, you can update the Reports To, Location Code and Mail Drop ID (if applicable). Proceed to step six.

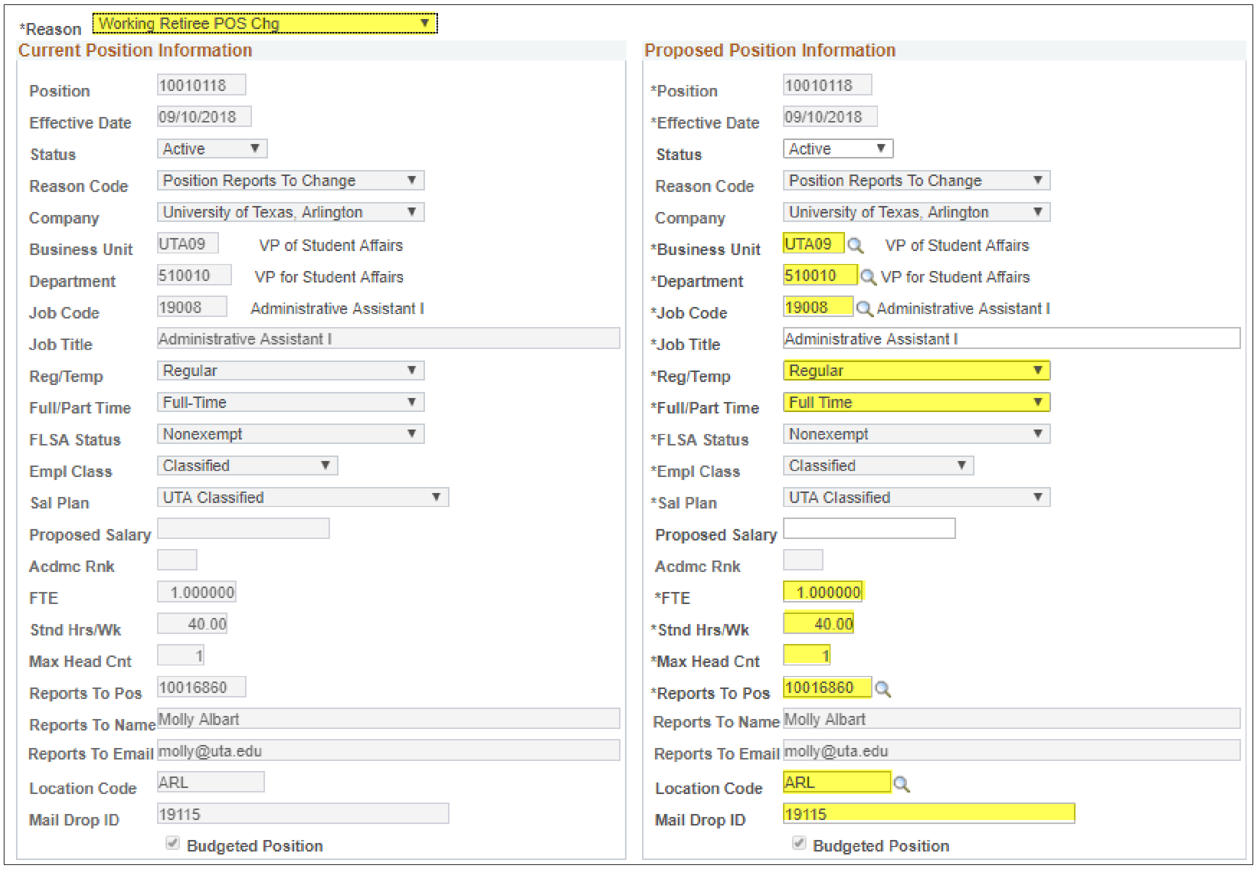


*Reason: Position (Working) Title Change

	Current Position Information		Proposed Position Information
Position	10010118	*Position	10010118
Effective Date	09/10/2018	*Effective Date	09/10/2018
Status	Active	Status	Active
Reason Code	Position Reports To Change	Reason Code	Position Reports To Change
Company	University of Texas, Arlington	Company	University of Texas, Arlington
Business Unit	UTA09 VP of Student Affairs	*Business Unit	UTA09 VP of Student Affairs
Department	510010 VP for Student Affairs	*Department	510010 VP for Student Affairs
Job Code	19008 Administrative Assistant I	*Job Code	19008 Administrative Assistant I
Job Title	Administrative Assistant I	*Job Title	Administrative Assistant I
Reg/Temp	Regular	*Reg/Temp	Regular
Full/Part Time	Full-Time	*Full/Part Time	Full Time
FLSA Status	Nonexempt	*FLSA Status	Nonexempt
Empl Class	Classified	*Empl Class	Classified
Sal Plan	UTA Classified	*Sal Plan	UTA Classified
Proposed Salary		Proposed Salary	
Acdmc Rnk		Acdmc Rnk	
FTE	1.000000	*FTE	1.000000
Stnd Hrs/Wk	40.00	*Stnd Hrs/Wk	40.00
Max Head Cnt	1	*Max Head Cnt	1
Reports To Pos	10016860	*Reports To Pos	10016860
Reports To Name	Molly Albart	Reports To Name	Molly Albart
Reports To Email	molly@uta.edu	Reports To Email	molly@uta.edu
Location Code	ARL	Location Code	ARL
Mail Drop ID	19115	Mail Drop ID	19115
	Budgeted Position		Budgeted Position

Working Retiree POS Chg

Select this reason code if making changes to a working retiree position. Update the appropriate fields (i.e. Reg/Temp, Full/Part Time status, FTE, Stnd Hrs/Wk, etc.). Proceed to step six.

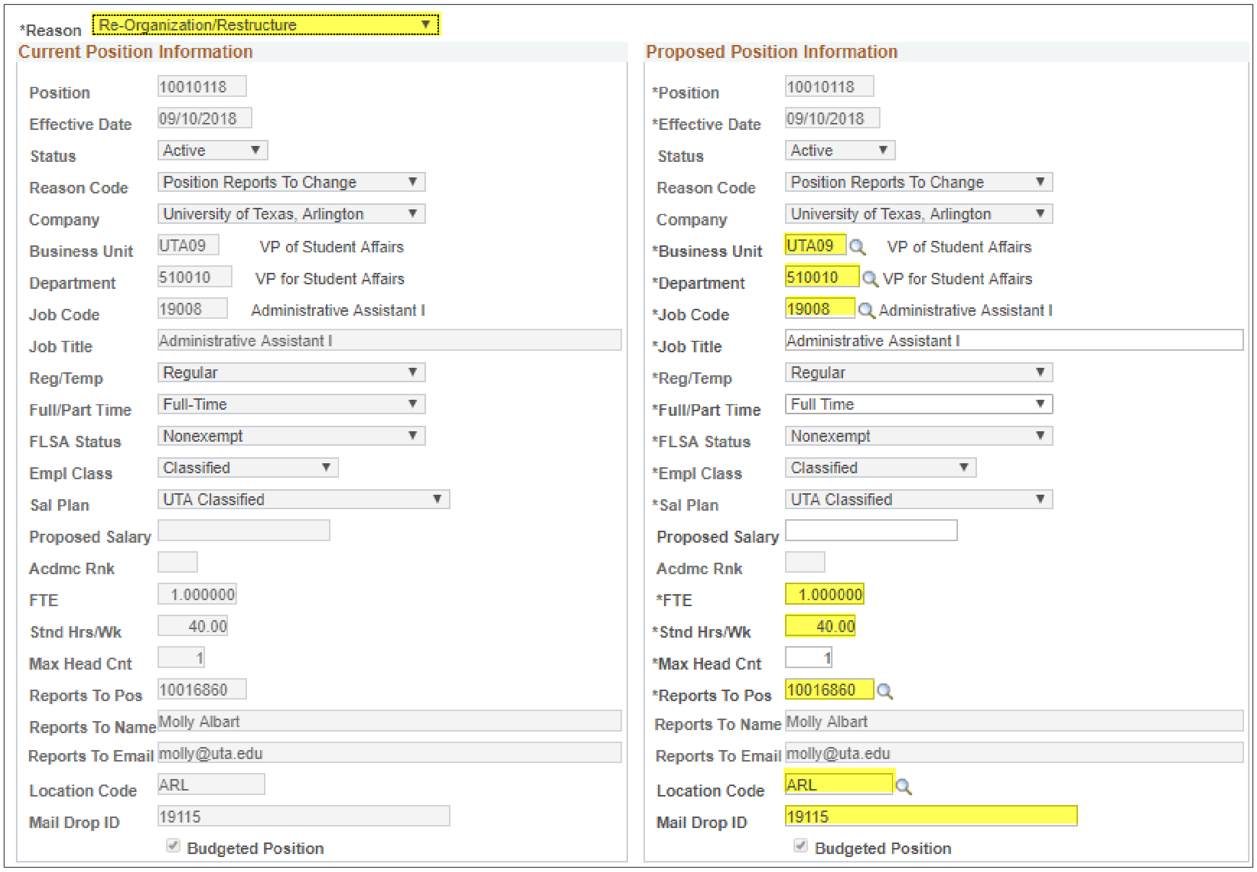


*Reason: Working Retiree POS Chg

Current Position Information		Proposed Position Information	
Position	10010118	*Position	10010118
Effective Date	09/10/2018	*Effective Date	09/10/2018
Status	Active	Status	Active
Reason Code	Position Reports To Change	Reason Code	Position Reports To Change
Company	University of Texas, Arlington	Company	University of Texas, Arlington
Business Unit	UTA09 VP of Student Affairs	*Business Unit	UTA09 VP of Student Affairs
Department	510010 VP for Student Affairs	*Department	510010 VP for Student Affairs
Job Code	19008 Administrative Assistant I	*Job Code	19008 Administrative Assistant I
Job Title	Administrative Assistant I	*Job Title	Administrative Assistant I
Reg/Temp	Regular	*Reg/Temp	Regular
Full/Part Time	Full-Time	*Full/Part Time	Full Time
FLSA Status	Nonexempt	*FLSA Status	Nonexempt
Empl Class	Classified	*Empl Class	Classified
Sal Plan	UTA Classified	*Sal Plan	UTA Classified
Proposed Salary		Proposed Salary	
Acdmc Rnk		Acdmc Rnk	
FTE	1.000000	*FTE	1.000000
Stnd Hrs/Wk	40.00	*Stnd Hrs/Wk	40.00
Max Head Cnt	1	*Max Head Cnt	1
Reports To Pos	10016860	*Reports To Pos	10016860
Reports To Name	Molly Albart	Reports To Name	Molly Albart
Reports To Email	molly@uta.edu	Reports To Email	molly@uta.edu
Location Code	ARL	Location Code	ARL
Mail Drop ID	19115	Mail Drop ID	19115
Budgeted Position	✓	Budgeted Position	✓

REASON: Re-Organization/Restructure

Select this reason code if Re-Organization/Restructure changes are required. Update the **Business Unit** and/or **Department** number fields. In addition, you can update the Job Code, FTE, Stnd Hrs/Wk, Reports To, Location Code and Mail Drop ID (if applicable). Proceed to step six.



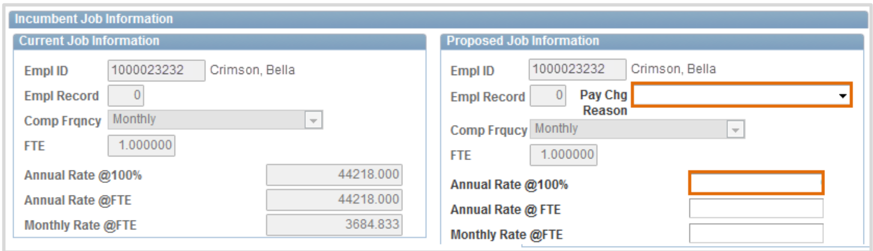
*Reason: Re-Organization/Restructure

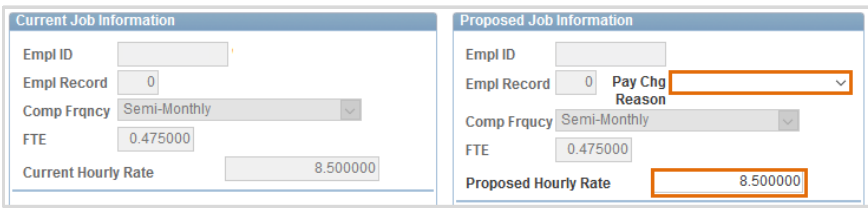
Current Position Information		Proposed Position Information	
Position	10010118	*Position	10010118
Effective Date	09/10/2018	*Effective Date	09/10/2018
Status	Active	Status	Active
Reason Code	Position Reports To Change	Reason Code	Position Reports To Change
Company	University of Texas, Arlington	Company	University of Texas, Arlington
Business Unit	UTA09 VP of Student Affairs	*Business Unit	UTA09 VP of Student Affairs
Department	510010 VP for Student Affairs	*Department	510010 VP for Student Affairs
Job Code	19008 Administrative Assistant I	*Job Code	19008 Administrative Assistant I
Job Title	Administrative Assistant I	*Job Title	Administrative Assistant I
Reg/Temp	Regular	*Reg/Temp	Regular
Full/Part Time	Full-Time	*Full/Part Time	Full Time
FLSA Status	Nonexempt	*FLSA Status	Nonexempt
Empl Class	Classified	*Empl Class	Classified
Sal Plan	UTA Classified	*Sal Plan	UTA Classified
Proposed Salary		Proposed Salary	
Acdmc Rnk		Acdmc Rnk	
FTE	1.000000	*FTE	1.000000
Stnd Hrs/Wk	40.00	*Stnd Hrs/Wk	40.00
Max Head Cnt	1	*Max Head Cnt	1
Reports To Pos	10016860	*Reports To Pos	10016860
Reports To Name	Molly Albart	Reports To Name	Molly Albart
Reports To Email	molly@uta.edu	Reports To Email	molly@uta.edu
Location Code	ARL	Location Code	ARL
Mail Drop ID	19115	Mail Drop ID	19115
Budgeted Position		Budgeted Position	

6) If changes are required, use the **Proposed Job Information** section to modify compensation details. The Proposed Funding section is available for entry when the following **Reason** codes are selected:

- FTE/Ben Elig/Reg/Temp
- Re-Organization/Restructure
- Reclassification
- Transfer Vacant Position to New Dept
- Working Retiree POS Chg

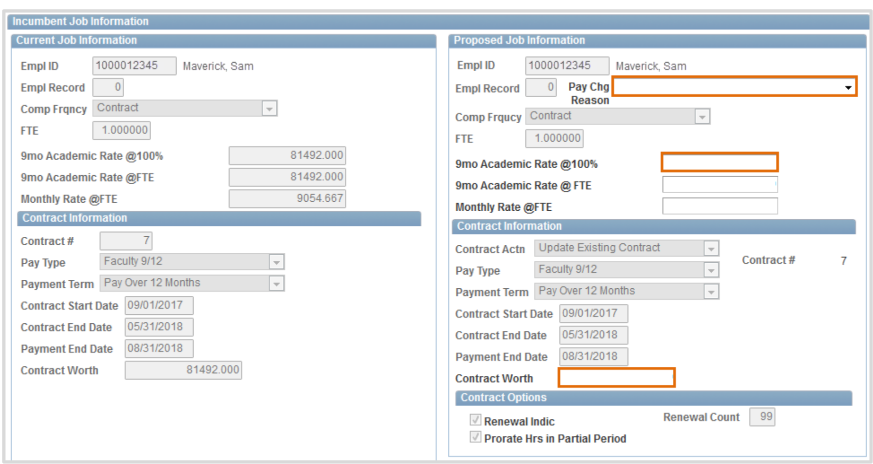
If the request is for a Staff or Student, complete the following fields and proceed to step seven:





a. Select a **Pay Change Reason**.
b. **The Compensation Frequency** and **FTE (Full Time Equivalency)** defaults with the appropriate value based on the Position number.
c. Depending on the position type, enter the **Annual Rate** or **Hourly**.

If the request is for a Faculty, complete the following fields and then proceed to step seven:



a. Select a **Pay Change Reason** from the drop-down menu.
b. **Proposed 9 MO Academic Rate @ 100%:** Use this field to provide the proposed salary based on a 100% appointment.

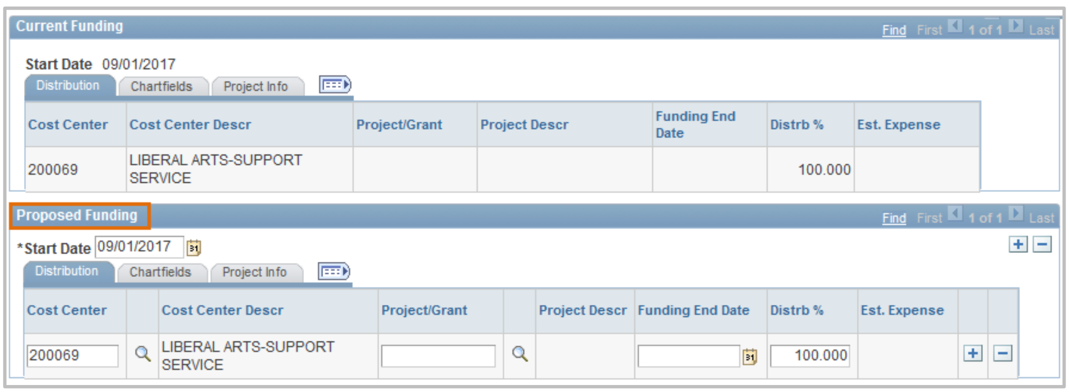
Note: Instead of entering the **9 mo Academic Rate** or **Monthly Rate**, complete the **Contract Information** section. Once the **Contract Worth** is entered, the 9 mo Academic and Monthly Rate will default with the appropriate values.

c. In the **Contract Information** section complete the following field, if necessary:

- Enter the **Contract Worth**.

7) The funding section displays **Current Funding** and **Proposed Funding**. If changes are required, use the **Proposed Funding** section to update the existing funding source and/or distribution. The Proposed Funding section is available for entry when the following **Reason** codes are selected:

- FTE/Ben Elig/Reg/Temp
- Re-Organization/Restructure
- Reclassification
- Transfer Vacant Position to New Dept
- Working Retiree POS Chg



a. Enter the effective date for the Proposed Funding in the **Start Date** field.

Note: The Start Date for the funding change should be the beginning of the Fiscal Year (September 1. eForms that change funding must show the funding for the entire Fiscal Year. If the position was made effective during the Fiscal Year, the funding should start with the effective date of the position.

b. Enter the **Cost Center, Cost Share** or **Project/Grant** funding the position.

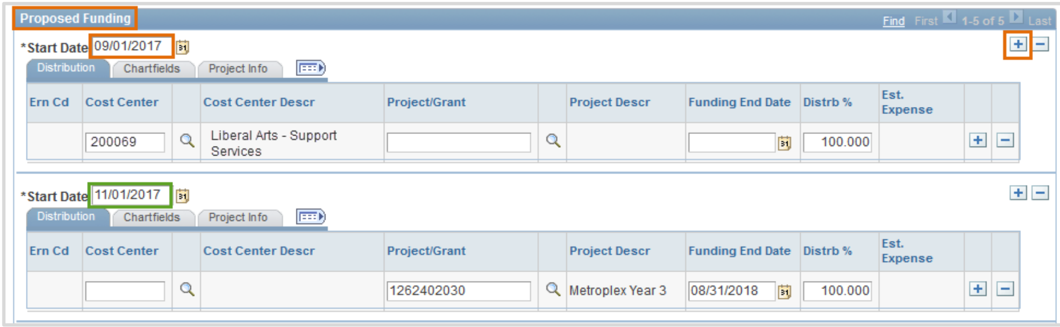
c. Enter the **Funding End Date**.

Note: The **Funding End Date** for Projects or Cost Shares should be the end of the assignment, the project or fiscal year; whichever date is first. If the funding source is a Cost Center, leave the Funding End Date field blank.

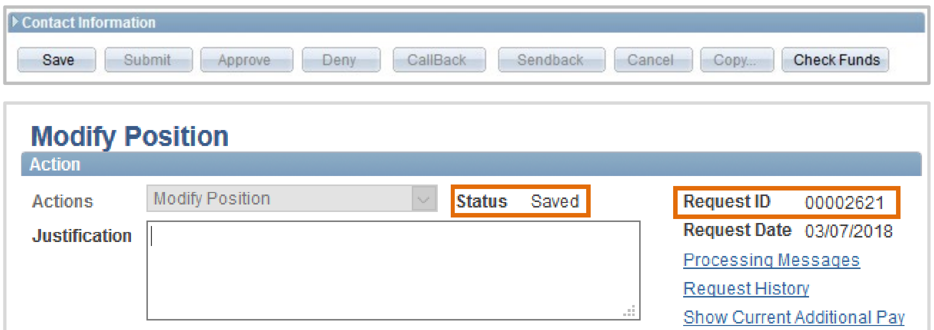
d. Enter the funding **Distribution %**.

Note: Funding may be split between different Cost Centers, Cost Shares or Projects. The total distribution percentage must equal 100%. Use the plus [+] or minus sign [-] to add/remove an additional funding source.

If you need to enter funding with a different **Start Date**, click the plus sign [+] in the upper-right corner of the **Proposed Funding** section to insert a new row.



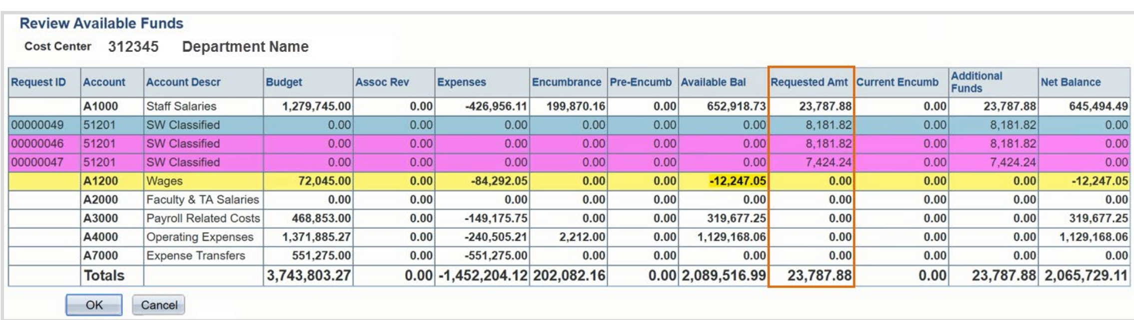
Once the required fields (indicated with an *asterisk) are completed, click **Save**. Notice, a **Request ID** number (e.g. 00002621) is assigned and the form status is displaying "Saved".



8) Next, click the **Check Funds** button to view available funds for the Cost Center, Cost Share, and/or Project used in the Proposed Funding section. The **Review Available Funds** page is used to view the current condition of your Budget.

- The **Requested Amount** column displays the estimated expense for the current request and the estimated expenses for any other pending requests on the same cost center or project.
- Click **OK** to return to the main page of the form.

Note: Currently, the **Check Funds** button is not a hard stop for the eForm request. If the Cost Center or Project is overdrawn, the form will still move forward. The end user will only receive a warning.



Review Available Funds

Cost Center 312345 Department Name

Request ID	Account	Account Descr	Budget	Assoc Rev	Expenses	Encumbrance	Pre-Encumb	Available Bal	Requested Amt	Current Encumb	Additional Funds	Net Balance
	A1000	Staff Salaries	1,279,745.00	0.00	-426,956.11	199,870.16	0.00	652,918.73	23,787.88	0.00	23,787.88	645,494.49
00000049	51201	SW Classified	0.00	0.00	0.00	0.00	0.00	0.00	8,181.82	0.00	8,181.82	0.00
00000046	51201	SW Classified	0.00	0.00	0.00	0.00	0.00	0.00	8,181.82	0.00	8,181.82	0.00
00000047	51201	SW Classified	0.00	0.00	0.00	0.00	0.00	0.00	7,424.24	0.00	7,424.24	0.00
	A1200	Wages	72,045.00	0.00	-84,292.05	0.00	0.00	-12,247.05	0.00	0.00	0.00	-12,247.05
	A2000	Faculty & TA Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	A3000	Payroll Related Costs	468,853.00	0.00	-149,175.75	0.00	0.00	319,677.25	0.00	0.00	0.00	319,677.25
	A4000	Operating Expenses	1,371,885.27	0.00	-240,505.21	2,212.00	0.00	1,129,168.06	0.00	0.00	0.00	1,129,168.06
	A7000	Expense Transfers	551,275.00	0.00	-551,275.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Totals		3,743,803.27	0.00	-1,452,204.12	202,082.16	0.00	2,089,516.99	23,787.88	0.00	23,787.88	2,065,729.11

OK Cancel

Blue = the current eForm request

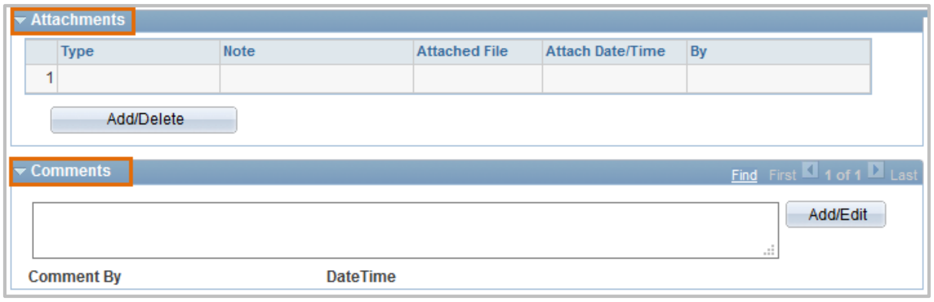
Pink = other pending eForm requests

Yellow = the budgetary account line is overdrawn (e.g. A1200)

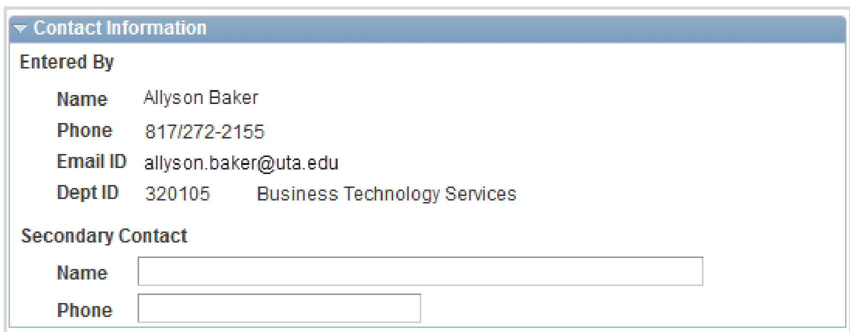
Red = the overall budget is overdrawn

9) Expand the **Attachments** section and click the **Add/Delete** button to upload relevant support documentation. (Optional)

10) Expand the **Comments** section and click the **Add/Edit** button to include any special remarks. (Optional)



11) If applicable, expand the **Contact Information** section to add the name and telephone number of a secondary contact for the Modify Position form.



12) After completing the eForm, click the **Submit** button to send the document for approval. The eForm **Status** changes to “Pending Approvals” and the current routing is displayed.