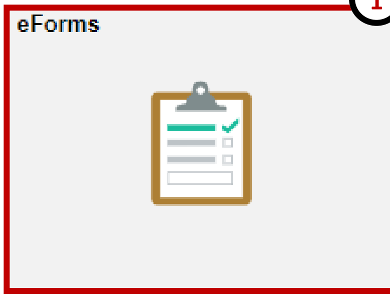
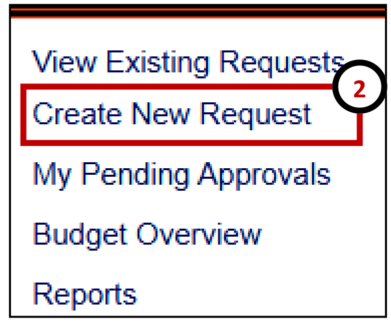
Position Attribute Change

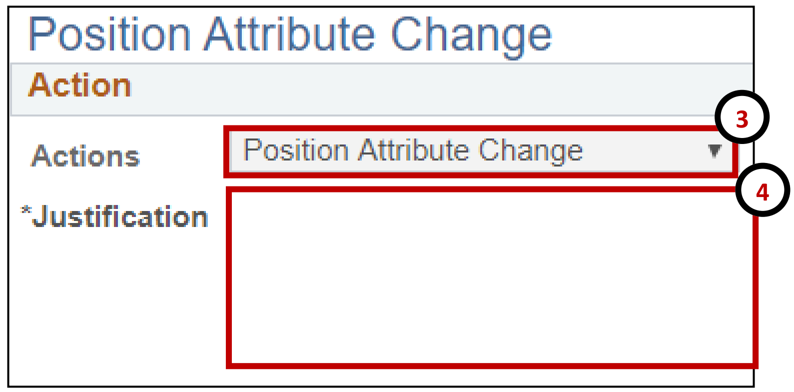
May be used to request changes to the attributes of a position, including vacant and filled positions. Any changes made to a position will impact the incumbent.

1. After logging into PeopleSoft, click the **eForms tile** on the Employee Self Service home page.
2. From the "eForms Portal Pagelet" select the **Create New Request** link.





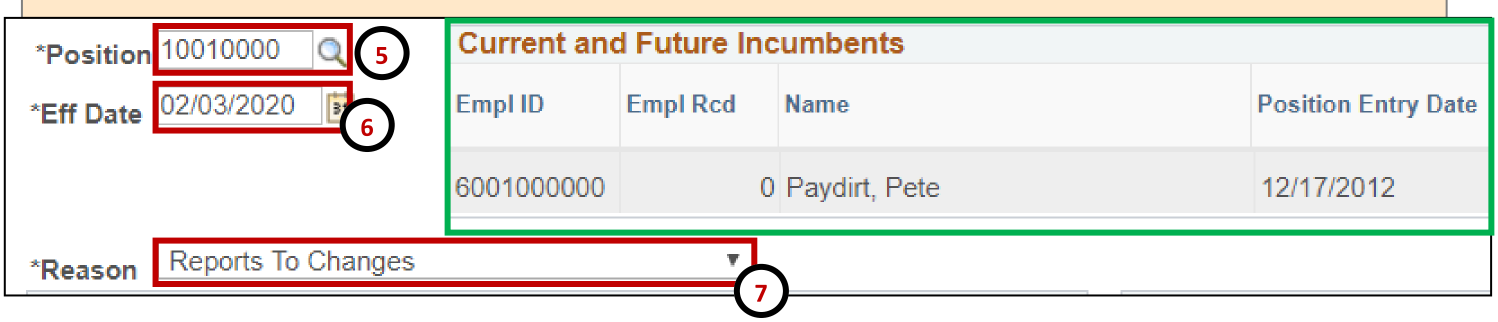
3. The **Initiate New eForms Request** page is displayed. From the "Actions" drop down menu, select the **Position Attribute Change** option.
4. The **Position Attribute Change** eForm is displayed. Use the **Justification** text box to explain or "justify" the reason for the eForm action requested.

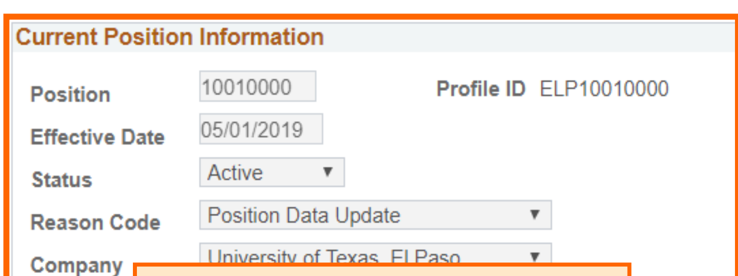


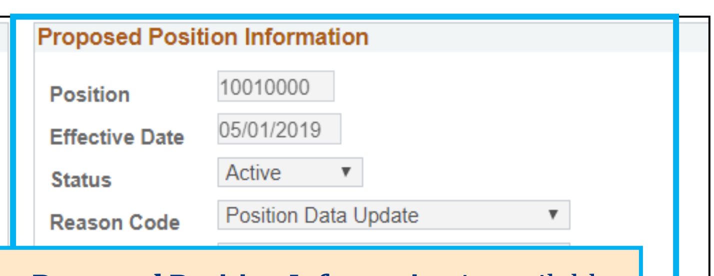
5. Enter the **Position ID**, for additional search options you can use the magnifying glass.

   Note: If there is an incumbent you will see the employee's information under the "Current and Future Incumbents" section.

6. Enter the Eff Date, this is the effective date in which the change will apply.
7. From the drop down, select the **Reason**, please note that fields editable in the next sections are dependent on the Reason selected.







The **Current Position Information** section displays current position attributes.

The **Proposed Position Information** is available for changes. Again, the fields are editable based on the **Reason** selected.

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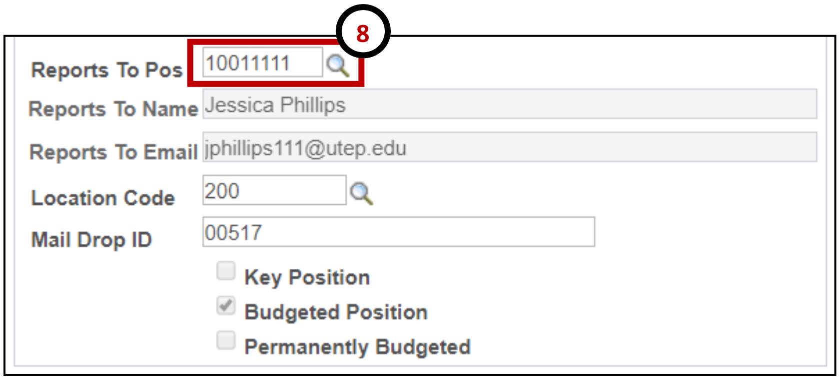
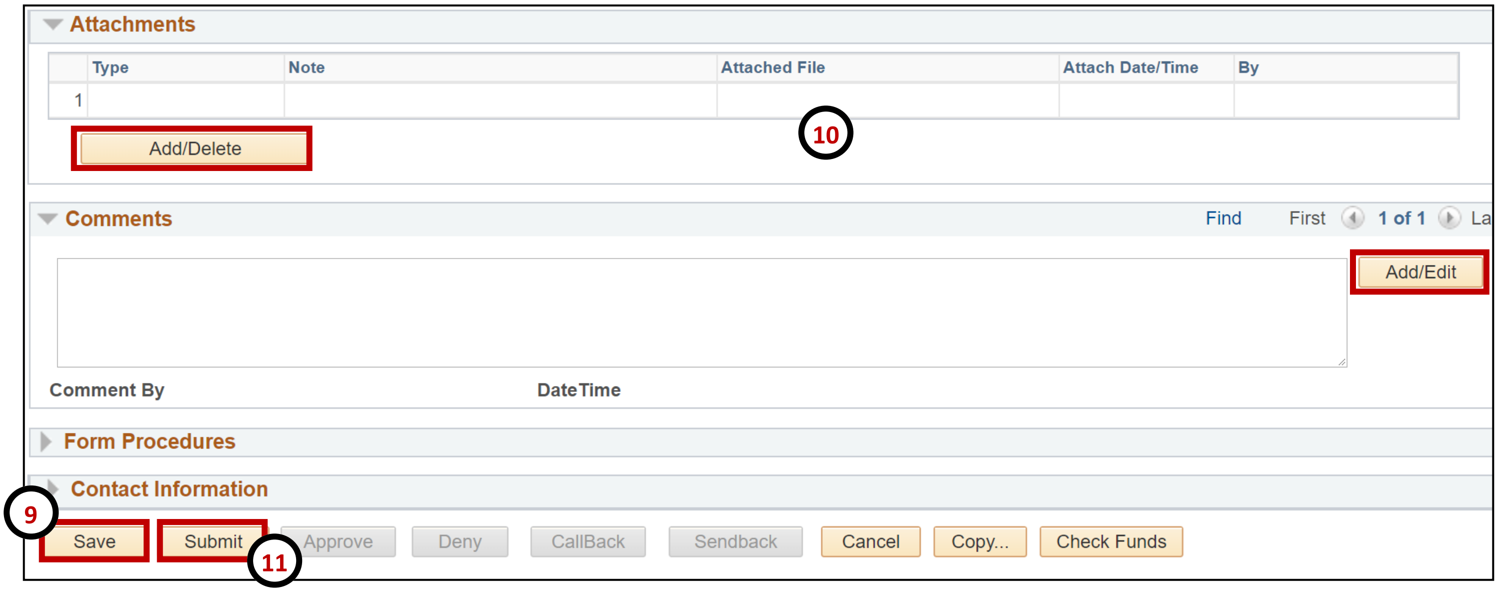


In this example, we will only make changes to Reports To.

8. Update the corresponding fields.



9. Once all the required fields have been updated, click the **Save** button.

   Notice: At the top of the form, the **Request ID** number has been assigned and the status of the form is now "**Saved.**"

10. Expand the **Attachments** or **Comments** section to attach required documentation and include any special comments.

11. After adding any attachments and comments (if needed), click the **Submit** button.

12. Once the document is submitted, the status of the form will update and show "**Pending Approvals.**" The current approval routing is displayed at the bottom of the page.