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 UT Share, navigate to the Action Request page

   Navigator > 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:
   E. Activate or Inactivate Position
   F. Reclassification
   G. FTE/Ben Elig/Reg/Temp
   H. Reports To Changes
   I. Location/Campus Box Changes
   J. Transfer Vacant Position to New Dept
   K. Position (Working) Title Change
   L. Working Retiree POS Chg
   M. Re-Organization/Restructure

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 be editable:

A. Activate or Inactivate Position
B. Reclassification
C. FTE/Ben Elig/Reg/Temp
D. Reports To Changes
E. Location/Campus Box Changes
F. Transfer Vacant Position to New Dept
G. Position (Working) Title Change
H. Working Retiree POS Chg
I. Re-Organization/Restructure
E) 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.
F) 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.
G) 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.
H) 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.
I) 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.
J) 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.
K) 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.
L) 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.

<table>
<thead>
<tr>
<th>Current Position Information</th>
<th>Proposed Position Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Position</strong>: 10010115</td>
<td><strong>Position</strong>: 10010115</td>
</tr>
<tr>
<td><strong>Effective Date</strong>: 09/10/2015</td>
<td><strong>Effective Date</strong>: 09/10/2015</td>
</tr>
<tr>
<td><strong>Status</strong>: Active</td>
<td><strong>Status</strong>: Active</td>
</tr>
<tr>
<td><strong>Reason Code</strong>: Position Reports To Change</td>
<td><strong>Reason Code</strong>: Position Reports To Change</td>
</tr>
<tr>
<td><strong>Company</strong>: University of Texas, Arlington</td>
<td><strong>Company</strong>: University of Texas, Arlington</td>
</tr>
<tr>
<td><strong>Business Unit</strong>: UTA09</td>
<td><strong>Business Unit</strong>: UTA09</td>
</tr>
<tr>
<td><strong>Department</strong>: S10010</td>
<td><strong>Department</strong>: S10010</td>
</tr>
<tr>
<td><strong>Job Code</strong>: 19002</td>
<td><strong>Job Code</strong>: 19002</td>
</tr>
<tr>
<td><strong>Job Title</strong>: Administrative Assistant I</td>
<td><strong>Job Title</strong>: Administrative Assistant I</td>
</tr>
<tr>
<td><strong>Reg/Temp</strong>: Regular</td>
<td><strong>Reg/Temp</strong>: Regular</td>
</tr>
<tr>
<td><strong>Full/Part Time</strong>: Full-Time</td>
<td><strong>Full/Part Time</strong>: Full-Time</td>
</tr>
<tr>
<td><strong>FLSA Status</strong>: Nonexempt</td>
<td><strong>FLSA Status</strong>: Nonexempt</td>
</tr>
<tr>
<td><strong>Empi Class</strong>: Classified</td>
<td><strong>Empi Class</strong>: Classified</td>
</tr>
<tr>
<td><strong>Sal Plan</strong>: UTA Classified</td>
<td><strong>Sal Plan</strong>: UTA Classified</td>
</tr>
<tr>
<td><strong>Proposed Salary</strong>:</td>
<td><strong>Proposed Salary</strong>:</td>
</tr>
<tr>
<td><strong>Acncm Risk</strong>:</td>
<td><strong>Acncm Risk</strong>:</td>
</tr>
<tr>
<td><strong>FTE</strong>: 1.000000</td>
<td><strong>FTE</strong>: 1.000000</td>
</tr>
<tr>
<td><strong>Stnd Hrs/Wk</strong>: 40.00</td>
<td><strong>Stnd Hrs/Wk</strong>: 40.00</td>
</tr>
<tr>
<td><strong>Max Hrd Crit</strong>: 1</td>
<td><strong>Max Hrd Crit</strong>: 1</td>
</tr>
<tr>
<td><strong>Reports To Pos</strong>: 10015060</td>
<td><strong>Reports To Pos</strong>: 10015060</td>
</tr>
<tr>
<td><strong>Reports To Name</strong>: Molly Albright</td>
<td><strong>Reports To Name</strong>: Molly Albright</td>
</tr>
<tr>
<td><strong>Reports To Email</strong>: <a href="mailto:molly@uta.edu">molly@uta.edu</a></td>
<td><strong>Reports To Email</strong>: <a href="mailto:molly@uta.edu">molly@uta.edu</a></td>
</tr>
<tr>
<td><strong>Location Code</strong>: ARL</td>
<td><strong>Location Code</strong>: ARL</td>
</tr>
<tr>
<td><strong>Mail Drop ID</strong>: 19115</td>
<td><strong>Mail Drop ID</strong>: 19115</td>
</tr>
</tbody>
</table>

- Budgeted Position
- Regular
- Full-Time
- Nonexempt
- Classified
- UTA Classified
- 1.000000
- 40.00
- 1
- Molly Albright
- molly@uta.edu
- ARL
- 19115
- Budgeted Position
M) 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.
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

   ![Current Funding and Proposed Funding screenshot]

   a. Enter the effective date for the Proposed Funding in the **Start Date** field.
   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.
8) 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”. 

![Modify Position - Last Revision: 12/05/2019](image)

9) 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](image)

- **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

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

11) Expand the **Comments** section and click the **Add/Edit** button to include any special remarks. (Optional)
12) If applicable, expand the Contact Information section to add the name and telephone number of a secondary contact for the Modify Position form.

![Contact Information]

13) 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.