



The University of Texas at El Paso

PeopleSoft Position Request & Modifications Form



Chair /
Manager / @utep.edu
Director:

This position is fully or partially funded by a grant
WHEN SUBMITTING A REQUEST FOR A NEW POSITION OR POSITION MODIFICATION JOB DESCRIPTIONS AS PREPARED BY HUMAN RESOURCES WILL BE USED.

Is this a New Position or Update/Modification? Update/Modification

Please provide a business justification for the change or the request?

Current Position Information

Position Number

Position Title

Effective Date

Reason: Position Data Update

Reason: Position Data Update

Location Code Location

Reports to Position #