



The University of Texas at El Paso

PeopleSoft Position Request & Modifications Form



Chair /  
Manager /  
Director:

@utep.edu

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?

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**Current Position Information**

Position  
Number

Position  
Title

Effective  
Date

Reason: Position Working Title Change

**Reason: Position Working Title Change**

Working  
Title