

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? New Position						
Please provide a business justification for the change or the request?						
Job Information	on / Work Location					
Effective						
Date		Empl Class				
Business	0.11 07.11 1.1					
Unit	College of Liberal Arts	Company	ELP			
•						
Job Code		Location				
		Reports To				
		Position #				
Part Time /		Reports to				
Full Time		Name				
Title						
Standard	(0.40)					
Hours	(0-40)					
110013						

Work Phone Budgeted		Fund Type
Position		
Expected Position End Date		Proposed Annual Salary
Faculty Position		Salary Comments
Academic Rank		
Tenure Status		

Proposed Funding

Cost Funding
Center Begin
/ Date

Project ID

Percent Funding
Time End
Date

Cost Funding
Center Begin
/ Date

Project ID

Percent Funding
Time End
Date