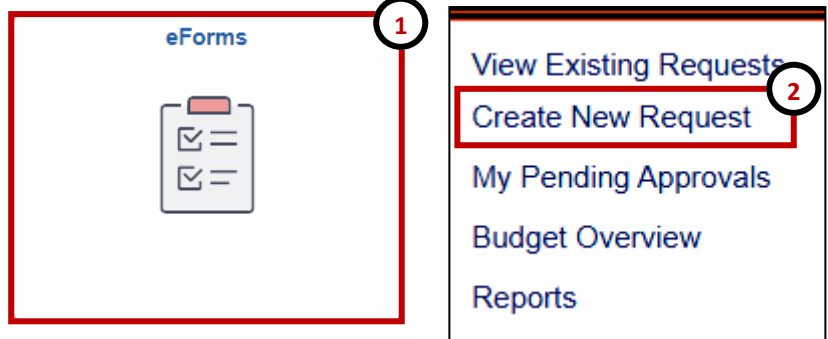


New Position ID Requests

Submit a New Position request if the department has utilized all vacant positions. Request will create a new position with a new position number.

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 **New Position ID Requests** option.
4. The **New Position Requests** eForm is displayed. Use the **Justification** text box to explain or “justify” the reason for the eForm action requested.



5. Enter the **Position Eff Date**, this field will always default to current date.
6. Enter the **Department ID**, use the magnifying glass for additional search options.
7. Enter the **Job Code**, use the magnifying glass for additional search options. Once you select the job code the rest of the fields will auto-populate.
8. Update **Std Hrs/Wk**, as needed. This field will auto-update the **FTE** field.
9. Enter the **Reports to Pos** (position number), use the magnifying glass for additional search options.
10. Enter the **Location Code**, use the magnifying glass for additional search options.

The screenshot shows the 'Proposed Position Information' form. The 'Position Eff Date' is set to 09/01/2019 (circled 5). The 'Department' is UT EL Paso (circled 6) and 'PeopleSoft' (circled 4). The 'Job Code' is 19020 (circled 7) and 'Administrative Assistant I'. The 'Std Hrs/Wk' is 40.00 (circled 8) and 'FTE' is 1.000000. The 'Reports To Pos' is 10020153 (circled 9) and 'Reports To Name' is Jaime Huerta. The 'Location Code' is 7 (circled 10).

New Position ID Requests

Under the **Additional Information** section:

11. Enter the **Proposed Rate**.

Additional Information

Proposed Rate

12. Once all the required fields have been completed, click the **Save** button at the bottom of the form.

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

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

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

Attachments

Type	Note	Attached File	Attach Date/Time	By
1				

Add/Delete

Comments Find First 1 of 1 Last

Add/Edit

Comment By DateTime

Form Procedures

Contact Information

Save Submit Approve Deny CallBack Sendback Cancel Copy... Check Funds

15. 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.

Department Approvals

REQUEST_ID=00107823:Pending

Dept Approvals

Pending

Multiple Approvers
New Position Reports To

Business Office Approvals

REQUEST_ID=00107823:Awaiting Further Approvals

New Position Request

Not Routed

Multiple Approvers
EDM