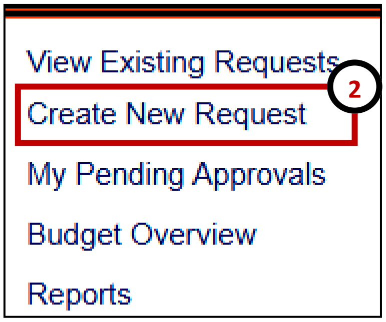
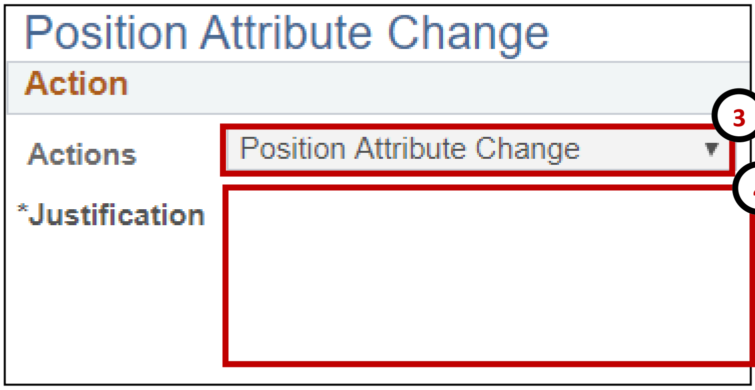
# Position Attribute Change

May be used to request changes to the attributes of a position, including vacant and filled positions. Any changes made to a position will impact the incumbent.

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.

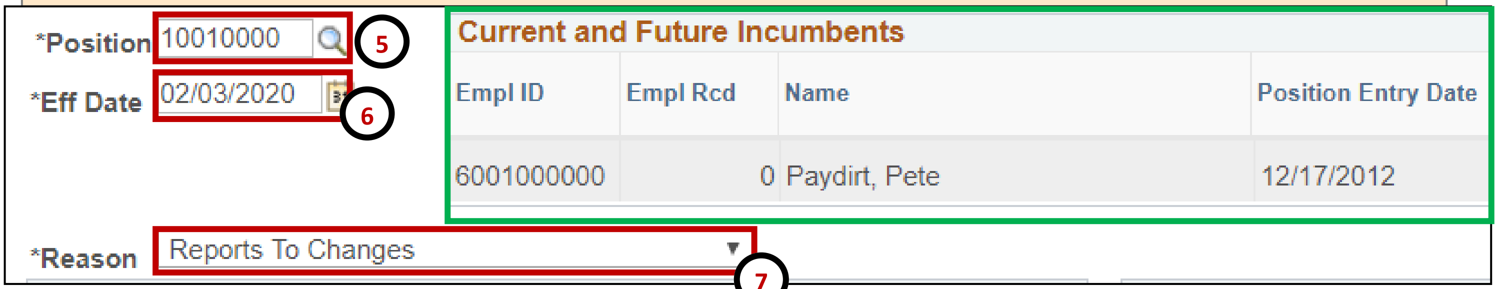

3. The **Initiate New eForms Request** page is displayed. From the "Actions" drop down menu, select the **Position Attribute Change** option.
4. The **Position Attribute Change** eForm is displayed. Use the **Justification** text box to explain or "justify" the reason for the eForm action requested.

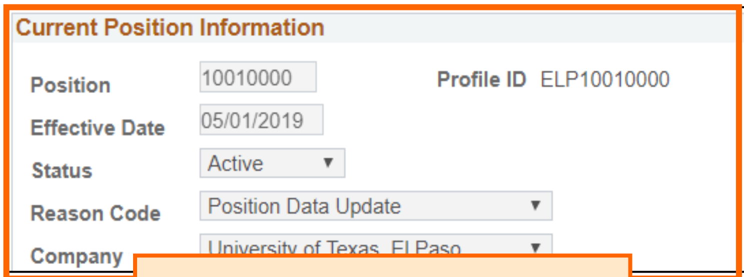



5. Enter the **Position ID**, for additional search options you can use the magnifying glass.

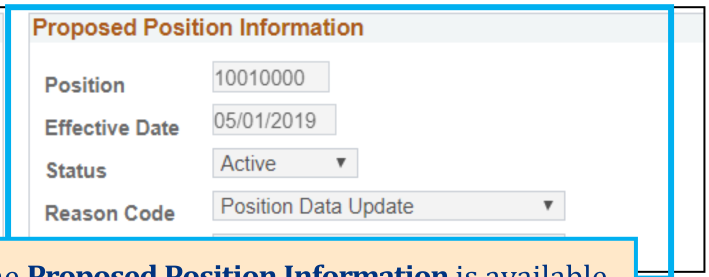
**Note: If there is an incumbent you will see the employee's information under the "Current and Future Incumbents" section.**

6. Enter the Eff Date, this is the effective date in which the change will apply.
7. From the drop down, select the **Reason**, please note that fields editable in the next sections are dependent on the Reason selected.




The **Current Position Information** section displays current position attributes.




The **Proposed Position Information** is available for changes. Again, the fields are editable based on the **Reason** selected.

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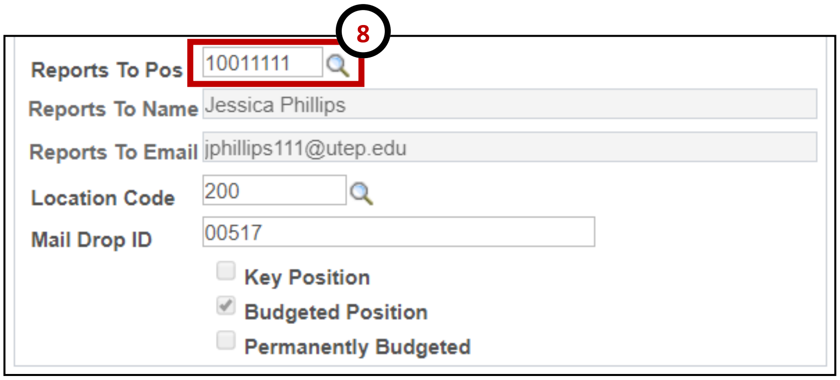
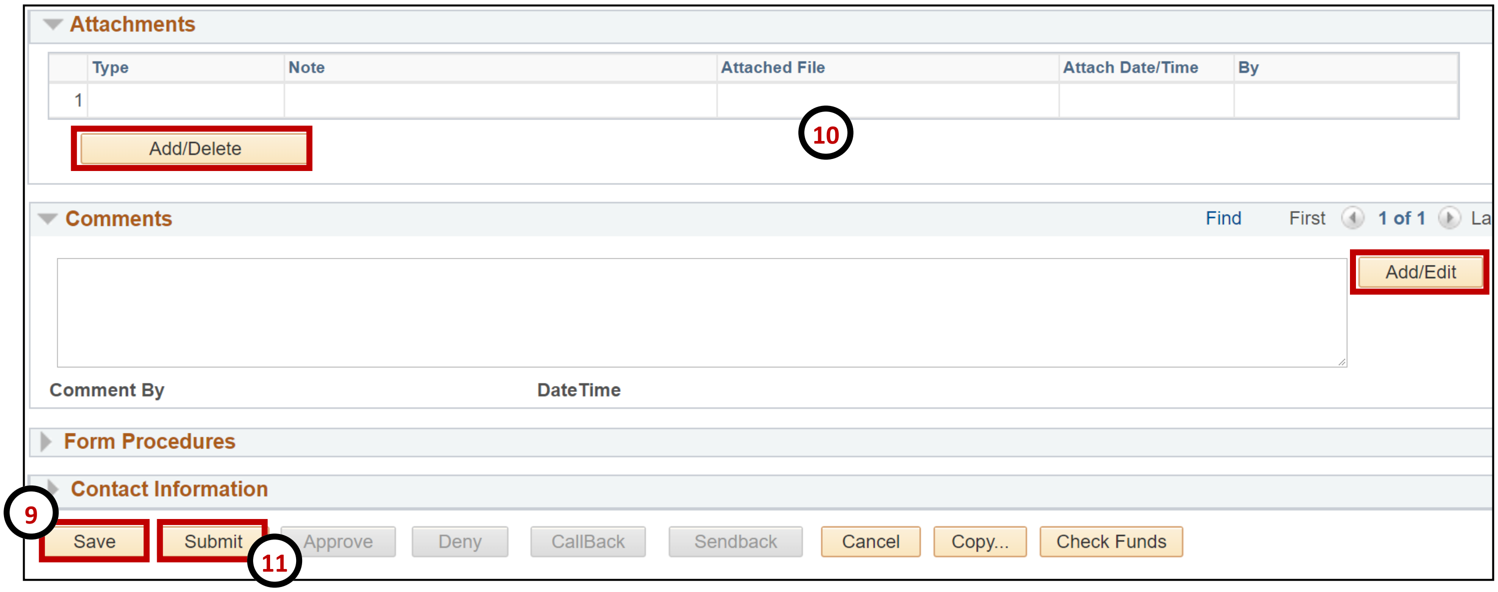



In this example, we will only make changes to Reports To.

8. Update the corresponding fields.




9. Once all the required fields have been updated, click the **Save** button.

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

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

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

12. 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.