Job Attribute Change

Used when an employee needs their appointment extended or when a change in pay is needed due to pay corrections, merit, market adjustment and promotions.

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 Job Attribute Change option.
4. The Job Attribute Change eForm is displayed. Use the Justification text box to explain or “justify” the reason for the eForm action requested.
5. Under Employee Information, enter the Empl ID, for additional search options you can use the magnifying glass.
6. Select the check box of the position that will be modified.

Under Job Change Information:
7. Enter the Effective Date.
8. From the drop down select the Reason. For this example we will select Pay Rate Changes.
9. Then select the Change Reason. For this example we will select Correction Pay Rate.

Please Note: Fields open for modification in the next section are dependent on the Reason/Change Reason selected.

10. Under the Proposed Position Information enter the pay rate based on the compensation frequency.

11. The Current Funding section is also “view only” and displays the position’s current funding information. If changes need to be made, follow step 12 otherwise, continue to step 13.

12. In the Proposed Funding section update the funding source information, as needed.

12a. Verify the start date is correct.

12b. Enter the new cost center or project ID (in the respective field), add the funding end date (if applicable) and enter the distribution percentage.

12c. If adding more than one funding source click the + button next to the Est. Expense column. A new line will appear, repeat step 12b.

12d. If adding an additional funding source with a different “start date” click the + button on the upper right corner of the Proposed Funding field, an additional funding section will appear. Add the start date and repeat step 12b.

PeopleSoft Tip

When making changes to the funding source:

- The new funding source must hold sufficient funds
- The funding distribution should always equal 100%
- If using a Project/Grant, the funding start/end date must fall within the project start date.
13. Once all the required fields have been completed, 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.”

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

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

16. 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.