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.
7. Under **Job Change Information**:
   7. Enter the **Effective Date**.
   8. From the drop down select the **Reason**.
   9. Then select the **Change Reason**.

Please Note: Fields open for modification in the next sections are dependent on the **Reason/Change Reason** selected.
10. Under the Proposed Position Information enter the pay rate based on the compensation frequency.

11. 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.”

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

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

14. 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.