# HUMAN RESOURCES MANAGEMENT SYSTEM

# PeopleSoft Version 8.9 ePRF

University of Houston System Training/ Reference Guide

## Overview

The electronic Personnel Request Form (ePRF Form) allows the user to request to create a new position, update an existing position, or inactivate a position. By updating an existing position, the user can request to change the funding on a position or transfer the position to another department. The user can also request to change the classification/rank or standard hours/FTE on a benefits-eligible position.

# eForms Home Page

Use the eForms Home Page to navigate to the "Start a New ePRF Form" Link ORACLE' Menu My Favorites ^ New Window | Help | Customize Page | Benefits Campus Community Compensation D Curriculum Management Electronic Forms (eForms) Home Page Department Self Service - eForms Home Page My Worklist Enterprise Components Work the items that have been routed to you. Enterprise Learning HR Self Service Manage GT eForms Start a New eForm > Organizational Development Start a new eForm, which will then be routed to the appropriate approvers. Payroll Interface Pavroll for North America Pension Resubmit, Change, or Withdraw an eForm Self Service Make changes to an eForm that has been recycled or needs to be updated. Only > Set Up HRMS forms that have not had final approval or been processed into the system will be Set Up SACR accessible. Student Financials Time and Labor UHS HRMS Benefits View an eForm View a recently submitted eForm, including workflow history and form status. eForms > UHS HRMS Budget UHS HRMS HR submitted in the last month are listed here. This is a read-only view. > UHS HRMS Misc UHS HRMS Payroll Look Up an Archived eForm > UHS HRMS Positions Review an archived eForm. eForms submitted more than a month ago will be listed Vorkforce Administration here. This is a read-only view. Workforce Development Workforce Monitoring Manager Self Service Navigation: Department Self Service > eForms Home Page > Start a New eForm > Position Request (ePRF) To select the link

1. Click on "Start a New eForm"

Start a Ne

### Start a New eForm

Start a new eForm, which will then be routed to the appropriate approvers.

2. Click on the appropriate eForm to initiate

Start	a New electronic Form (eForm)
.0.	Personnel Action Request (ePAR)
88	Use this form to submit a request to hire, edit existing job data,
	change employment status or add additional pay for an employee.
	Personnel Action Request (ePAR)
<b>1</b>	Position Request (ePRF)
	Use this form to submit a request to create a new position; reclassify an existing position; change depertment ETE or funding on a position; or Click here
	inactivate a position
	Position Request (ePRF)
<u>.</u>	Person of Interest (ePOI)
P	Use this form to request a PeopleSoft ID for a non-employee, non- atudent IPS IDe are peeded for eccess to menu communications.
_	including parking, email and Cougar1Card.
	Person of Interest (ePOI)
and the	Reallocation/Suspense (eRAF)
	Use this form to submit a request to reallocate funding on a payroll transaction.
	Reallocation/Suspense (eRAF)
	Return to Electronic Forms (eForms) Home Page
Create a Nev	w Position
1. Check "C	Freate a New Position."
Ine Add	button will display. Click the Add button to request a new position.
Add Po	sition Request (PRF)
Position S	Search
Choose a ch Inactivate an	eckbox below for the position action you wish to request: Create a New Position, Update an Existing Position or Existing Position.
To create a n	ew position, click the appropriate checkbox and the Add button will display. Click Add to request a new position.
To update or	inactivate an existing position, click the appropriate checkbox and a position search table will appear. If you know the
position num Search Fields	ber, enter it, and click Search. Otherwise, enter the information you have and click Search.
🗹 Cre	ate a New Position
🖂 Up	date an Existing Position
⊡ Ina	ctivate an Existing Position Click Here

### 2. Enter Effective Date and Department Information:

Effective Date (Must be within current fiscal year or within fiscal year available for budget entry) Department # Location Code (Will default to Location Code associated with Department; can be overridden) Reports to Position (If applicable)

# Add Position Request (PRF)

Step 1 of	3: P	osition	Information
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Complete the fields below with the appropriate position information that is being requested.

Position Information	
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Requested Action	1: Create a New Posit	ion	eForm ID:	67185
*Effective Date:	09/01/2009 🛐		Position Da	<u>ita</u>
Position Number:	NEW			
Present Job Code/Title: Incumbent(s):				
Department Inform	nation			
*Department:	H0058	Dean, Education		
Business Unit:	HR730	U of H Main		
*Location Code:	H5023 🔍	Education		
Reports To Position:	٩			

3. Enter Job Cl	assification Information
Select:	
R	eg/Temp – Reg (benefits-eligible), Temp (non-benefits-eligible, insurance-eligible)
E If Pag Pa	mpl Class
• U	strion, select whether to: se Existing Job Code – Enter Proposed Job Code
• U	pdate Existing Job Code – Enter Proposed Job Code and make requested changes to Job Title,
S	alary Plan, and/or Salary Grade
If Temp I	Position, Enter Proposed Job Code
Enter Pro	oposed Annual Salary (If applicable)
Job Classification	Information
*Reg/Temp:	
*Empl Class:	Support Staff
	O Use Existing Job Code ○ Update Existing Job Code
	○ Create New Job Code
Proposed:	
*Job Code/Title:	D4H4 Coord, Office Salary Plan: UHN Salary Grade: 106 Annual Salary: \$30,000.00
4. Enter Standa If Reg Po Enter If Temp I Stand entere	ard Hours/FTE osition, Standard Hours; FTE will populate based upon Standard Hours Position ard Hours will default to 1 and FTE will default to .03, since Standard Hours and FTE are ed on Job Data
Standard Hours/F1	TE
*Standard Hours:	40.00 <b>FIE:</b> 1.00 Click Next

5. Enter Budget I	nformation
Speedty Distrb 9 Funding	rpe(s) %(s) (Must total 100%) g End Date (If Grant or Contract)
Add Position	n Request (PRF)
Step 2 of 3: Bud	get Information
Complete the fields b	elow with the appropriate budget information that is being requested.
Position Information	
Requested Action:	Create a New Position <b>eForm ID:</b> 67185
Position Number:	NEW
Proposed Job Code/Title:	D4H4 Coord, Office
Incumbent(s):	
Budget Information	
*Speedtype(s)	Combination Code(s) <u>*Distrb %(s)</u> Funding End Date
100730-12106	2080-H0058-D0767-NA
	Distribution % Total: 100.000 Click Next
	<< Previous Next >>

6. Finalize For	rm
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# Add Position Request (PRF)

# Step 3 of 3: Finalize Form

Enter any relevant information requested where indicated and/or comments in the "Your Comment" field to be included with this form.

Position Informatio	n						
Requested Action	: Create a N	ew Position					
Position Number:	NEW						
Proposed Job Code/Title:	D4H4	Coord, Office					
Incumbent(s):							
Action(s) & Reaso	n(s)						
Action				Reason			
1 Position Ch	nange			New Posit	tion		
2 Budget Cha	ange						
Attachments							
Description			•	Add New D	Document		
Minur	Decerintian	File eize			a set of Dete	Time	
View	Description	File size	Author	<u>c</u>	reated Date	e/Time	
1 View				0	9/28/09 11:6	59:08AM 📃	
Comments Your Comment: Create new Office Co College of Education Comment History:	oord position fo	or the 🗾 🖋		< Previous	Hold	Submit	Click Here
		<b>Y</b>					

Note: If there is a Position Change, the form will route to the Component HR Department for approval. If there is a Budget Change, the form will route to the Component Budget Department and Component Grants & Contracts Department (or equivalent), if applicable.

Note: Once the Component HR Department, Component Budget Department, and Component Grants & Contracts Department (or equivalent) approves the form and it is executed, the initiator will receive an email informing them that the form has been authorized. The form will be available for view with the new position # and approved job classification.

### 7. View Approved Form

Navigation: Department Self Service > eForms Home Page > View an eForm > Position Request (ePRF)

# **View Position Request (PRF)**

### Step 1 of 2: View Position Request

This page displays the data that was entered on the form and associated comments.

Position Information				
Requested Action:	Create a New P	osition	Po	sition Data
Position Number:	01010105		$\mathbf{k}$	
Incumbent(s):	<vacant></vacant>			
New Position Informa	tion			
Effective Date:	09/01/2009		eForm ID:	67185
Department:	H0058	Dean, Education		
Business Unit:	HR730	U of H Main		
Location Code:	H5023	Education		

Reg/Temp:	Regula	ar							
Empl Class:	Suppo	rt Staff							
		Ose Existing	I Job Code	🔍 Update	Existin	1 Job Code			
		Create New	Job Code			,			
Proposed:									
Job Code/Title:	D4H4	Coord, Office		Salary Plan:	UHN	Salary Gra	<b>de:</b> 106	Annual Salary:	\$30,000.00
				-		-		-	
Approved: 	рини	Coord Office		Salary Plan		Salary Grad	<b>1e:</b> 106		
oon codernae.	DALLA	Coord, Onice		Salary Flan.			. 100		
			Hirin	ig Range From:	\$2	6,894.40	10: \$	33,612.80	
Standard Hours:	40.00	FTE:	1.00						
New Budget Informat	ion								
Budget Effective Date	•• na/	01/2009							
Suger Enceive Dur	. 03/	Combination	Codo(o)	Diotrh	//a) Fr	unding End D	•		
00730-12106		2080-H0058-I	D0767-NA	10	<u>%(S)</u> <u>F(</u> 0.000	inaing Ena D	<u>.</u>		
			Distributio	on % Total: 10	00.000				
Action(s) & Reason(	s)								
Action	-		Re	ason					
1 Position Ch	ange		New Position						
2 Budget Cha	nge								

Update an Existing Position						
1. Check "Updat	e an Existing Posi	tion."				
The Existing I 	Position Search pa ou <u>have and click</u>	ge will display search.	. Enter the p	osition # to be updated, or enter the		
Add Positio	n Request (PF	₹F)				
Position Search	1					
Choose a checkbox I Inactivate an Existing	below for the position a Position.	iction you wish to re	equest: Create a	New Position, Update an Existing Position or		
To create a new posi	ition, click the appropria	ate checkbox and th	ne Add button will	l display. Click Add to request a new position.		
To update or inactiva position number, ent Search Fields	te an existing position, er it, and click Search.	click the appropria Otherwise, enter th	te checkbox and a e information you	a position search table will appear. If you know the J have and click Search.		
🗌 Create a N	ew Position					
🗹 Update an	Existing Position					
🗆 Inactivate	an Existing Position					
Existing Position Sea	arch					
Position Numbe	r:					
Department:	H0098 🔍		<u>_</u>			
Job Code:	D4F6	Click Here	J			
Job Title:						
Search	Clear	Cancel				
2 Select position	# from Position F	Zesult.				
2. Delett position		icouit.				
Position Result			Customiz	ze   <u>Find</u>   View All   🚟 👘 First 🗹 1-4 of 4 🕩 Last		
Position Number	<u>Department</u>	Job Code	Job Title	Incumbents		
00011542	<u>H0098</u>	<u>D4F6</u>	Secretary 1			
00104081	H0098	<u>D4F6</u>	Secretary 1			
00109103	H0098	<u>D4F6</u>	Secretary 1	<u><vacant></vacant></u>		
<u>00109638</u>	<u>H0098</u>	<u>U4F6</u>	Secretary 1	<u><vacant></vacant></u>		

3. Enter Effectiv	ve Date and Depa	rtment Information:						
Effect	Effective Date (Must be within current fiscal year or within fiscal year available for budget entry)							
Depai to:	tment Information	will populate from position data. Make requested changes as applicable						
D	epartment #							
	overridden)	I default to Location Code associated with Department; can be						
R	eports to Position	(If applicable)						
Add Positio	on Request (P	RF)						
Step 1 of 3: Po	sition Information							
Complete the fields	below with the approp	riate position information that is being requested.						
Position Informatio	n							
Requested Action	: Update Existing Pos	sition eForm ID: 67186						
*Effective Date:	09/01/2009 🛐	Position Data						
Position Number:	00109103							
Present Job Code/Title:	D4F6 Secre	tary 1						
incumbent(s):	≺Vacant>							
Department Inform	nation							
*Department:	H0098	Dean, Law						
Business Unit:	HR730	U of H Main						
*Location Code:	H6060 Q	University of Law of Center						
Reports To Position:	٩							

# 4. Enter Job Classification Information

If Reg Position, Select:	
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Empl Class

Current Job Classification Information will populate from position data Select whether to:

- Use Existing Job Code Enter Proposed Job Code
- Update Existing Job Code Enter Proposed Job Code and make requested changes to Job Title, Salary Plan, and/or Salary Grade
- Create New Job Code Enter Proposed Job Title, Salary Plan, and Salary Grade
- No Change (default) If no change to job classification is requested

Enter Proposed Annual Salary (If applicable) Select Requested Position Change Reason

Reg/Temp:	Regular				
*Empl Class:	- Support Staff	•			
•		_			
	Use Existing Job Cod	e CUpdate	e Existing Job Code		
	C Create New Job Code	O No Cha	ange		
Current:					
Job Code/Title:	D4F6 Secretary 1	Salary Plan: 🕠	JHN Salary Grade:	105 Annual Salary:	
Proposed:				_	
*Job Code/Title:	D4F5 🔍 Secretary 2	Salary Plan: 🕠	JHN Salary Grade:	106 Annual Salary:	\$30,000.0
Position Change R	leason				
Action:	Position Change				
	r oolaon onlango	"Reason: IJUU RE	5-6145500.40000		
<b>Enter Stand</b> If Reg Po	ard Hours/FTE				
5. Enter Stands If Reg Po Make	ard Hours/FTE osition, e changes to Standard Hou	rs as applicable; F	TE will populate	based upon Standard I	Hours
5. Enter Stands If Reg Po Make Standard Hours/F1	ard Hours/FTE osition, e changes to Standard Hou	rs as applicable; F	TE will populate	based upon Standard I	Hours
5. Enter Stands If Reg Po Make Standard Hours/F1	ard Hours/FTE osition, e changes to Standard Hou IE	rs as applicable; F	TE will populate	based upon Standard I	Hours
5. Enter Stands If Reg Po Make Standard Hours/F1 'Standard Hours:	ard Hours/FTE osition, e changes to Standard Hou TE 40.00 FTE: 1.00	rs as applicable; F	TE will populate	based upon Standard I Click Nex	Hours
5. Enter Stands If Reg Po Make Standard Hours/F1	ard Hours/FTE osition, e changes to Standard Hou re 40.00 FTE: 1.00	rs as applicable; F	TE will populate Next ≻>	based upon Standard I Click Nex	Hours
5. Enter Standa If Reg Po Make Standard Hours/F1	ard Hours/FTE osition, e changes to Standard Hou fE 40.00 FTE: 1.00	rs as applicable; F	TE will populate Next >>	based upon Standard I	Hours
5. Enter Standa If Reg Po Make Standard Hours/F1	ard Hours/FTE osition, e changes to Standard Hou TE 40.00 FTE: 1.00	rs as applicable; F	TE will populate	based upon Standard I Click Nex	Hours
5. Enter Standa If Reg Po Make Standard Hours/F1	ard Hours/FTE osition, e changes to Standard Hou TE 40.00 FTE: 1.00	rs as applicable; F	TE will populate	based upon Standard I Click Nex	Hours
5. Enter Standa If Reg Po Make Standard Hours/F1	ard Hours/FTE osition, e changes to Standard Hou TE 40.00 FTE: 1.00	rs as applicable; F	TE will populate	based upon Standard I Click Nex	Hours
5. Enter Standa If Reg Po Make Standard Hours/F1 *Standard Hours:	ard Hours/FTE osition, e changes to Standard Hou TE 40.00 FTE: 1.00	rs as applicable; F	TE will populate	based upon Standard I Click Nex	Hours
5. Enter Standa If Reg Po Make Standard Hours/F1 *Standard Hours:	ard Hours/FTE osition, e changes to Standard Hou TE 40.00 FTE: 1.00	rs as applicable; F	TE will populate	based upon Standard I	Hours

6. Enter Budget	Information				
Budget Info applicable Speedty Distrb	ormation will populate from to: ype(s) %(s) (Must total 100%)	m the departs	ment budget t	able. Make requ	ested changes as
Fundin	g End Date (If Grant or Co	ontract)			
Add Position	n Request (PRF)				
Step 2 of 3: Bud	get Information				
Complete the fields b	elow with the appropriate budg	et information t	hat is being req	uested.	
Position Information					
Requested Action:	Update Existing Position		eForm ID:	67186	
Position Number:	00109103				
Proposed Job Code/Title:	D4F5 Secreta	ary 2			
Incumbent(s):	<vacant></vacant>				
Budget Information					
*Speedtype(s)	Combination Code(s)	*Distrb %(s)	Funding End D	ate	
00730-10882	Q 2063-H0098-E0273-NA	100.000		<b>H</b> + -	
	Distribution % Tot	al: 100.000			Click Next
			<< Previous	s Next >>	

7. ]	Finalize	Form
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# Add Position Request (PRF)

### Step 3 of 3: Finalize Form

Enter any relevant information requested where indicated and/or comments in the "Your Comment" field to be included with this form.

Doen	ion.	Inte	hr m	BUI	on.
r u aiu					

	•				
Requested Action:	Update Exi	sting Position			
Position Number:	00109103				
Proposed Job Code/Title:	D4F5	Secretary 2			
Incumbent(s):	≺Vacant>				
Action(s) & Reason	ı(s)				
Action				Reason	
1 Position Ch	ange			Job Re-Classification	
2 Budget Che	nao				
2 Buuget Cha	nge				
Attachments					
Description			•	Add New Document	
	<b>D</b>	<b>-</b> 1			
View	Description	File size	Author	Created Date/Time	
1 View				U9/28/U9 1:25:U9PM 📃	
1 View				U9/28/U9 1:25:U9PM 📃	
1 View				U9/28/U9 1:25:U9PM 📃	
				U9/28/U9 1:25:U9PM -	
1 View				U9/28/U9 1:25:U9PM -	
1 <u>View</u> Comments Your Comment:				U9/28/U9 1:25:U9PM -	Click Here
1 View Comments Your Comment: Reclassify vacant poi	sition from a S	ecretary 1 🛌 🌿		U9/28/U9 1:25:U9PM -	Click Here
1       View         Comments         Your Comment:         Reclassify vacant posto a Secretary 2	sition from a S	ecretary 1 💽 🔮		U9/28/U9 1:25:U9PM	Click Here
1       View         Comments         Your Comment:       Reclassify vacant points         to a Secretary 2       Comment History:	sition from a S	ecretary 1 🛋 📽		U9/28/U9 1:25:U9PM	Click Here
1       View         Comments         Your Comment:       Reclassify vacant posto a Secretary 2         to a Secretary 2       Comment History:	sition from a S	ecretary 1		V9/28/U9 1:25:U9PM	Click Here
1 View Comments Your Comment: Reclassify vacant post to a Secretary 2 Comment History:	sition from a S	ecretary 1 🛋 🕊		<pre>     U9/28/U9 1:25:U9PM       </pre>	Click Here
1 View Comments Your Comment: Reclassify vacant pos to a Secretary 2 Comment History:	sition from a S	ecretary 1 🛋 🕊		V9/28/U9 1:25:U9PM	Click Here
1       View         Comments         Your Comment:       Reclassify vacant points         Reclassify vacant points       Reclassify vacant points         to a Secretary 2       Comment History:	sition from a S	ecretary 1 🛋 🖋		<pre>     U9/28/U9 1:25:U9PM     Image: Second Seco</pre>	Click Here
1       View         Comments         Your Comment:       Reclassify vacant posto a Secretary 2         to a Secretary 2       Comment History:	sition from a S	ecretary 1 💽		<pre>     U9/28/U9 1:25:U9PM  </pre>	Click Here
1       View         Comments         Reclassify vacant posto a Secretary 2         Comment History:	sition from a S	ecretary 1		<pre> v9/28/09 1:25:09PM </pre>	Click Here
1       View         Comments         Your Comment:       Reclassify vacant points         To a Secretary 2       Comment History:	sition from a S	ecretary 1		<pre>&lt;&lt; Previous Hold Submit</pre>	Click Here
1       View         Comments         Your Comment:       Reclassify vacant posto a Secretary 2         Comment History:       Comment History:         Submit this form? (2)	sition from a S	ecretary 1		V9/28/U9 1:25:U9PM	Click Here
1       View         Comments         Your Comment:       Reclassify vacant posto a Secretary 2         Comment History:         Comment History:         Submit this form? (2)	sition from a S	ecretary 1	y.	<pre> evidence in the second s</pre>	Click Here
1       View         Comments         Your Comment:       Reclassify vacant postore         To a Secretary 2       Comment History:         Comment History:       Submit this form? (2)         Submit this form will be directed by the secretary       Comment History:	sition from a S	ecretary 1	y.	<pre>     U9/28/U9 1:25:U9PM     </pre> << Previous Hold Submit	Click Here
1       View         Comments         Your Comment:       Reclassify vacant posto a Secretary 2         Comment History:       Comment History:         Submit this form? (2         The form will be directed by the secret s	sition from a S 24642,112) ected to the n	ecretary 1	Ny.	<pre>&lt;&lt; Previous Hold Submit</pre>	Click Here
1       View         Comments         Reclassify vacant posto a Secretary 2         Comment History:         Comment History:         Submit this form? (2)         The form will be directed by the second secon	sition from a S 24642,112) ected to the n	ecretary 1	Ty.	<pre>&lt;&lt; Previous Hold Submit</pre>	Click Here

Note: If there is a position change, the form will route to the Component HR Department for approval. If there is a Budget Change, the form will route to the Component Budget Department and Component Grants & Contracts Department (or equivalent), if applicable.

Note: Once the Component HR Department, Component Budget Department, and/or Component Grants & Contracts Department (or equivalent) approves the form and it is executed, the initiator will receive an email informing them that the form has been authorized. The form will be available for view with the approved job classification and budget effective date.

#### 8. View Approved Form

Navigation: Department Self Service > eForms Home Page > View an eForm > Position Request (ePRF)

### View Position Request (PRF)

#### Step 1 of 2: View Position Request

This page displays the data that was entered on the form and associated comments.

#### Position Information

Requested Action: Update Existing Position

Position Data

Position Number: 00109103 Incumbent(s): <Vacant>

Current Position Information New Position Information Effective Date: 09/01/2009 Effective Date: 03/01/2009 eForm ID: 67186 Department: Department: H0098 Dean, Law H0098 Dean, Law Business Unit: Business Unit: HR730 U of H Main HR730 U of H Main Location Code: H6060 University of Law of Center Location Code: H6060 University of Law of Center Reports To Position: Reports To Position: Reg/Temp: Regular Reg/Temp: Regular Empl Class: Empl Class: Support Staff Support Staff Use Existing Job Code Update Existing Job Code No Change Create New Job Code Current: Job Code/Title: Salary Plan: UHN Salary Grade: Annual Salary: D4F6 Secretary 1 105 Proposed: Job Code/Title: D4F5 Secretary 2 Salary Plan: UHN Salary Grade: 106 Annual Salary: \$30, Approved: Job Code/Title: Salary Plan: D4F5 Secretary 2 UHN Salary Grade: 106 Hiring Range: From: \$26,894.40 To: \$33,612.80 Standard Hours: 40.00 FTE: Standard Hours: 40.00 FTE: 0.00 1.00

New Budget Information	Current Budget Information
Budget Effective Date: 09/30/2009	Budget Effective Date:
Speedtype(s) Combination Code(s) Distrb %(s) Funding End Dt	Speedtype(s) Combination Code(s) Distrb %(s) Funding En
00730-10882 2063-H0098-E0273- 100.000 NA 100.000	
Action(s) & Reason(s)	
Action Reason 1 Position Change Job Re-Classification	
2 Budget Change	
Inactivate an Existing Position	
1. Check "Inactivate an Existing Position."	
The Existing Position Search page will display. I information you have and click search.	Enter the position # to be inactivated, or enter the
Add Position Request (PRF)	
Position Search	
Inactivate an Existing Position.	Jest: Create a New Position, Opdate an Existing Position or
To create a new position, click the appropriate checkbox and the	Add button will display. Click Add to request a new position.
To update or inactivate an existing position, click the appropriate	checkbox and a position search table will appear. If you know the
position number, enter it, and click Search. Otherwise, enter the i	nformation you have and click Search.
□ Create a New Position	
✓ Inactivate an Existing Position	
Existing Position Search	
Position Number:	
Department: H0098	
Job Code: D4F6 Click Here	
Job Title:	-
Search Clear Cancel	
	·]

# 2. Select position # from Position Result.

Position Result			Custom	ize   Find   View All   🗮 💿 First 🕙 1-4 of 4 🕩 Last
Position Number	<u>Department</u>	Job Code	<u>Job Title</u>	Incumbents
00011542	<u>H0098</u>	<u>D4F6</u>	Secretary 1	
<u>00104081</u>	<u>H0098</u>	<u>D4F6</u>	Secretary 1	
00109103	<u>H0098</u>	<u>D4F6</u>	Secretary 1	<u><vacant></vacant></u>
00109638	<u>H0098</u>	<u>D4F6</u>	Secretary 1	<u>≺Vacant≻</u>

### **3. Enter Effective Date:**

Effective Date (Must be within current fiscal year or within fiscal year available for budget entry)

Position Information will populate from position data. No entry is required.

# Add Position Request (PRF)

### Step 1 of 3: Position Information

Complete the fields below with the appropriate position information that is being requested.

#### Position Information

Requested Action:	Inactivate Existin	ig Position	eForm ID:	64481
*Effective Date:	09/01/2009 🛐		Position Dat	<u>ta</u>
Position Number:	00109638			
Present Job Code/Title:	D4F6 Se	ecretary 1		
Incumbent(s):	<vacant></vacant>			
Department Inform	ation			
Department:	H0098	Dean, Law		
Business Unit:	HR730	U of H Main		
Location Code:	H6060	University of Law of Center	r	
Reports To Position:				

RegTemp:       Regular         Empl Class:       Support Starf         Current:       Job Code/Title:       D4F6       Secretary1       Salary Plan:       UHN       Salary Grade:       105       Annual Salary:         Standard Hours:       40.00       FTE:       1.00       Click Next         4. Budget Information       Budget Information will populate from department budget table. No entry is required.         Add Position Request (PRF)       Step 2 of 3: Budget Information         Complete the fields below with the appropriate budget information that is being requested.         Position Information         Requested Action:       Inactivate Existing Position         eForm ID:       64481         Position Number:       00109638         Proposed Job       Code Title:         Incumbent(s):       «Vacant>
Empl Class: Support Staff Current: Job CodeTitle: D4F6 Secretary 1 Salary Plan: UHN Salary Grade: 105 Annual Salary: Standard Hours: 40.00 FTE: 1.00 Click Next Click Next 4. Budget Information Budget Information will populate from department budget table. No entry is required. Add Position Request (PRF) Step 2 of 3: Budget Information Complete the fields below with the appropriate budget information that is being requested. Position Information Requested Action: Inactivate Existing Position efform ID: 64481 Position Number: 00109638 Proposed Job CodeTitle: Incurb Side Information
Current:         Job Code/Title:       D4F6       Secretary 1       Salary Plan:       UHN       Salary Grade:       105       Annual Salary:         Standard Hours: FTE
Job Code/Title:       D4F6       Secretary 1       Salary Plan:       UHN       Salary Grade:       105       Annual Salary:         Standard Hours:       T       Click Next       Click Next       Click Next         Annual Salary:       Click Next       Click Next       Click Next         A Budget Information       Budget Information will populate from department budget table. No entry is required.         Add Position Request (PRF)       Step 2 of 3: Budget Information         Complete the fields below with the appropriate budget information that is being requested.         Position Information       eForm ID: 64481         Position Number:       00109638         Proposed Job Code/Title:       imumbent(s):         Budget Information       Entry End Date
Standard Hours/FTE         Standard Hours:       40.00       FTE:       1.00       Click Next         Image: Click Next       Image: Click Next       Image: Click Next       Image: Click Next         Image: Click Information       Budget Information will populate from department budget table. No entry is required.         Add Position Request (PRF)       Step 2 of 3: Budget Information         Complete the fields below with the appropriate budget information that is being requested.         Position Information       Education:         Requested Action:       Inactivate Existing Position         Position Number:       00109638         Proposed Job Code/Title:       Image: Proposed Job Code/Title:         Incumbent(s): <vacant></vacant>
Standard Hours: 40.00       FTE: 1.00       Click Next         A. Budget Information       Budget Information will populate from department budget table. No entry is required.         Add Position Request (PRF)       Step 2 of 3: Budget Information         Complete the fields below with the appropriate budget information that is being requested.         Position Information         Requested Action:       Inactivate Existing Position         Position Number:       00109638         Proposed Job       Code/Title:         Incumbent(s):       «Vacant>
Standard Hours: 40,00       FTE: 1.00       Click Next         4. Budget Information       Budget Information will populate from department budget table. No entry is required.         Add Position Request (PRF)       Step 2 of 3: Budget Information         Complete the fields below with the appropriate budget information that is being requested.         Position Information         Requested Action:       Inactivate Existing Position         Position Number:       00109638         Proposed Job       Code/Title:         Incumbent(s): <vacant>         Budget Information</vacant>
< <search< td="">       Next&gt;&gt;         4. Budget Information       Budget Information will populate from department budget table. No entry is required.         Add Position Request (PRF)       Step 2 of 3: Budget Information         Complete the fields below with the appropriate budget information that is being requested.         Position Information         Requested Action:       Inactivate Existing Position         eForm ID:       64481         Position Number:       00109638         Proposed Job Code/Title:      </search<>
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Step 2 of 3: Budget Information         Complete the fields below with the appropriate budget information that is being requested.         Position Information         Requested Action:       Inactivate Existing Position         eForm ID:       64481         Position Number:       00109638         Proposed Job Code/Title:
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Complete the fields below with the appropriate budget information that is being requested.          Position Information         Requested Action:       Inactivate Existing Position         Position Number:       00109638         Proposed Job Code/Title:       Incumbent(s):         Incumbent(s): <vacant></vacant>
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Position Information         Requested Action:       Inactivate Existing Position       eForm ID:       64481         Position Number:       00109638         Proposed Job Code/Title:
Requested Action: Inactivate Existing Position   Position Number: 00109638   Proposed Job Code/Title: Incumbent(s):    Vacant>
Position Number:       00109638         Proposed Job Code/Title:
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Budget Information
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<u>- Speeuwpetsi</u> <u>Compiliation Codetsi</u> <u>Districtivity Funding End Date</u>
Distribution % Total:
Click Next
<< Previous Next >>

5. Finalize Form
Add Position Request (PRF)
Step 3 of 3: Finalize Form
Enter any relevant information requested where indicated and/or comments in the "Your Comment" field to be included with this form.
Position Information
Requested Action: Inactivate Existing Position
Position Number: 00109638
Proposed Job Code/Title:
incumbent(s): <vacant></vacant>
Action(s) & Reason(s)         Action       Reason         1 Position Change       Position Inactivated
Attachments
Description Add New Document
View     Description     File size     Author     Created Date/Time       1     View     09/28/09 2:26:44PM     —
Comments
Your Comment:
Comment History:
Submit this form? (24642,112) Click Here
The form will be arrected to the next approver, if any. Yes No

1

# Update, Evaluate, and View an ePRF:

ePRF Forms can be updated through Resubmit, Change, or Withdraw an eForm, and are approved by the appropriate department approvers through their Worklist.

ePRF Forms can be viewed through View an eForm, 30 days from the date initiated, and through Look up an Archived eForm, after 30 days.