HUMAN RESOURCES MANAGEMENT SYSTEM

PeopleSoft Version 9.0 ePRF

UNIVERSITY OF HOUSTON-CLEAR LAKE 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





2. Enter Effectiv	e Date and Depar	rtment Information:		
Effective IDepartment	Date (Must be with nt #	in current fiscal year o	or within fiscal year available for budget entry)	
Location CReports to	Code (Will default Position (If applic	to Location Code assoc able)	ciated with Department; can be overridden)	
Favorites Main Men	u > Department_Se	If Service > eForms Home	e Page	l
Add Positio	n Request (PF	RF)		
Step 1 of 3: Pos	ition Information			
Complete the fields b	pelow with the appropri	ate position information that	is being requested.	
Position Informatio	ın			
Requested Action:	Create a New Position	on	eForm ID: 202608	
*Effective Date:	09/01/2011		Position Data	
Position Number:	NEW			
Present Job Code/Title:				
Incumbent(s):				
Department Inforn	nation			
*Donartmont:	C0047			
Department.		SOE Advising		
Business Unit:	HR759	UH Clear Lake		
*Location Code:	C601 Q	Bayou Building		
Reports To Position:	٩			

3. Enter Job Classification Information

Select:

- Reg/Temp Reg (benefits-eligible), Temp (non-benefits-eligible)
- Empl Class-Faculty, Prof/Admin Staff, Support Staff.
- If Reg Position, Select whether to:
 - Use Existing Job Code Enter Proposed Job Code
 - Create New Job Code Contact HRIS/Compensation Specialist at extension 2166.

If Temp Position, Enter Proposed Job Code

Enter Proposed Annual Salary (If applicable)

Job Classification I	nformation				
*Reg/Temp:	Regular -				
*Empl Class:	Prof/Admin Staff	•			
	 Use Existing Job Code Create New Job Code 	O Update Ex	isting Job Code		
Proposed: *Job Code/Title:	3110 🔍 Academic Advisor	Salary Plan: MNT	Salary Grade: 030	Annual Salary:	35000.00
4. Enter Standa	ard Hours/FTE				
If Reg Position, • Enter Sta If Temp Position • Standard on Job Da	ndard Hours; FTE will popula Hours will default to 1 and F ata	ate based upon St TE will default to	andard Hours 9.03, since Standar	d Hours and FTE	are entered
Standard Hours/FT	E				
*Standard Hours:	40.00 FTE: 1.00				
		<< Search	Next >>		

5. Enter Budget Information

- Speedtype(s)
- Distrb %(s) (Must total 100%)
- Funding End Date (If Grant or Contract)

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:	Create a Ne	w Position		eForm ID:	202610
Position Number:	NEW				
Proposed Job Code/Title:	3110	Academ	ic Advisor		
Incumbent(s):					
Budget Information	_				
*Speedtype(s)	Combinati	ion Code(s)	*Distrb %(s)	Funding End Da	<u>ate</u>
00759-11330	Q 1051-C00	47-A0230-NA	100 000		👸 🛨 🗕
			100.000	I	
		Distribution % To	otal: 100.000		
		Distribution % To	otal: 100.000	evious	Next >>
		Distribution % To	otal: 100.000	evious	Next >>

6. Finalize Form	
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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.

osition Number: NEW troposed Job 3110 Academic Advisor inder Title: neumbent(s):	osition Number: NEW roposed Job 3110 Academic Advisor incumbent(s): tode/Title: acumbent(s): tode/Title: tode/Title: tode/Title: tode/Title: tode/Title: tode/Title: tode/Title: Action Reason Position Change New Position 2 Budget Change tachments Description Add New Document View Description File size Author Created Date/Time 1 View 09/23/11 11:29:06AM Submit priments pour Comment: reate new Academic Advisor position for SOE omment History: <pre> </pre>	osition Number: NEW roposed Job 3110 Academic Advisor incumbent(s): ction(s) & Reason(s) Action Reason 1 Position Change New Position 2 Budget Change tachments Description Add New Document View Description File size Author Created Date/Time 09/23/11 11:29:06AM Pomments pour Comment: reate new Academic Advisor position for SOE pomment History: Kolone Submit	equested Action:	Create a Ne	ew Position		
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comment History: <pre><comment history:<="" pre=""></comment></pre>	omment History: <pre></pre> <pre></pre> <pre></pre> <pre></pre> <pre></pre> <pre>Hold Submit</pre>	Comment History:				_	
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			omments four Comment: Create new Academic	Advisor positi	ion for SOE		<< Previous Hold Submit
			omments Tour Comment: Create new Academic Create new History:	Advisor positi	ion for SOE		<< Previous Hold Submit
			omments Tour Comment: Create new Academic Comment History:	Advisor positi	ion for SOE		<< Previous Hold Submit
			omments Four Comment: Create new Academic	Advisor positi	ion for SOE		<< Previous Hold Submit

Note: If there is a Budget Change applicable.	a Position Ch e, the form wi	ange, the form will rou Il route to the Budget D	te to the HR Department a	Department f and Office of S	for approval. If there is Sponsored Programs, if
Note: Once the I form and it is exe authorized. The	HR Departme ecuted, the in form will be	ent, Budget Department itiator will receive an er available for view with	t, and Office nail informi the new posi	of Sponsored ng them that t ition # and apj	Programs approves the the form has been proved job classification.
7. View Approve	ed Form				
Navigation: Departm	nent Self Servic	e > eForms Home Page > Vi	ew an eForm >	Position Reques	t (ePRF)
View Positio	n Request	(PRF)			
Step 1 of 2: View	Position Re	quest			
This page displays the	data that was ente	ered on the form and associated	comments.		
Position Information					
Requested Action:	Create a New P	osition	Pos	sition Data	
Position Number:	NEW				
Incumbent(s):					
New Position Informa	tion				
Effective Date:	09/01/2011		eForm ID:	202610	
Department:	C0047	SOE Advising			
Business Unit:	HR759	UH Clear Lake			
Location Code:	C601	Bayou Building			
Reports To Position:					
Reg/Temp:	Regular				

Empl Class:	Prof/A	dmin Staff								
		Use Existing	Job Code	O Update	Existin	g Job Code				
		Create New	Job Code							
Proposed:										
Job Code/Title:	3110	Academic Adviso	r	Salary Plan:	MNT	Salary Grade:	030	Annual Salary:	\$35,000.	.00
Approved:										
Job Code/Title:				Salary Plan:		Salary Grade:				
			Hirir	ng Range From:		To:				
Standard Hours:	40 00	FTE:	1 00							
New Budget Informa	ation									
Budget Effective D	ate: 09/	01/2011								
Speedtype(s)		Combination Co	ode(s)	Distrb %	(s) F	unding End Dt				
00759-11330		1051-C0047-A0	230-NA	10	0.000					
			Distributio	0/ T atala 40	0.000					
			Distributio	on % lotal: 10	0.000					
Action(s) & Reason	l(s)									
Action	hango		Re	eason w Pocition						
2 Budget Ch	ange		INC	EW FUSICION						
Attachments										
View Descripti	ion Filo	aizo Author		Frantod Data/Time						
1 View		Aution	0	9/23/11 11:40:32	AM					
Comments										
Comment History:										
** Fri. Sep 23 11, 11:39	:10 AM		[<< Previous		Nevt >>				
Create new Academic A	Advisor pos	ition for SOE		<< FIENDUS		Next 22				

pdate an Existing Position	
Check "Update an Existing Position."	
The Existing Position Search page will display. Enter the position # to be updated, or enter information you have and click search.	r the
Add Position Request (PRF)	
Position Search	
Choose a checkbox below for the position action you wish to request: Create a New Position, Update an Existing Position of Inactivate an Existing Position.	r
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 position number, enter it, and click Search. Otherwise, enter the information you have and click Search. earch Fields	ow the
Create a New Position	
Update an Existing Position	
Inactivate an Existing Position	
Existing Position Search	
Position Number: 00020143	
Department: C0046	
Job Code:	
Job Title:	
Search Clear Cancel	
Select position # from Position Result.	
osition Number Department Job Code Job Title	
0020143 C0046 5016 Secretary	

 3. Enter Effective Effective Departmeter Make requered Departmeter Departmeter Location 	ve Date and Depa Date (Must be with ent Information with puested changes as ment # n Code (Will defau	rtment Information: hin current fiscal year ll populate from positio applicable to: lt to Location Code ass	or within fiscal year available for budget entry) on data. sociated with Department: can be overridden)
Add Positio	on Request (P	PRF)	nat is being requested.
Position Information	on n: Update Existing Pos	sition	eForm ID: 202668
*Effective Date	10/1/2011 🕅)	Position Data
Position Number:	00020143		
Present Job Code/Title: Incumbent(s):	5016 Secre	tary	
Department Inform	nation		
*Department: Business Unit:	C0046 Q HR759	SOE Dean's Office UH Clear Lake	
*Location Code:	C601 🔍	Bayou Building	
Reports To Position:	00020151 🔍	Sr Business Coord	

4. Enter Job Cl If Reg Po	assification Information
If Reg Po	
	isition, Select:
EI Current I	mpl Class ob Classification Information will populate from position data
Select wh	iether to:
• E1	nter Proposed Job Code
• To	o Create New Job Code – Contact HRMS/Compensation Specialist at extension 2166
• N	o Change (default) – If no change to job classification is requested
Enter Pro Select Re	posed Annual Salary (II applicable)
Job Classification I	nformation
Reg/Temp:	Regular
*Empl Class:	Support Staff 🗸
	Use Existing Job Code Update Existing Job Code
	Create New Job Code O No Change
Current:	
Job Code/Title:	5016SecretarySalary Plan:HRYSalary Grade:080Annual Salary:\$24,772.80
Proposed:	
*Job Code/Title:	5020Solary Plan:Solary Grade:100Annual Calary:\$26,000.00\$26,000.00\$26,000.00
Position Change Re	eason
Action:	Position Change
Activiti	Reason: Job Re-Classification
5. Enter Standa	ard Hours/FTE
If Reg Do	osition
Make	changes to Standard Hours as applicable: FTE will populate based upon Standard Hours
Standard Hours/FT	
*Standard Hours:	40.00 FTE: 1.00
	<< Search Next >>

6. Enter Budget Information

Budget Information will populate from the department budget table. Make requested changes as applicable to:

- Speedtype(s)
- Distrb %(s) (Must total 100%)
- Funding End Date (If Grant or Contract)

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:	Update Exis	ting Position	eForm ID:	202668
Position Number:	00020143			
Proposed Job Code/Title:	5020	Sr Secretary		
Incumbent(s):				
Budget Information				
*Sneedtracto)	Combinati	on Code(s)	Funding End D	ate
00750 11222	Q 2051-C004	46-A0234-N 100.00		H + -
00759-11555			•	
00739-11333	D	istribution % Total: 100.0	000	
00739-11333	D	vistribution % Total: 100.0	000	

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	I					
Requested Action:	Update Exis	sting Position				
Position Number:	00020143					
Proposed Job Code/Title:	5020	Sr Secretary				
Incumbent(s):						
Action(s) & Reason	(s)					
Action	Reason					
1 Position Ch	Change Job Re-Classification					
Attachments						
Description			•	Add New Do	cument	
View	Description	<u>File size</u>	Author	<u>c</u>	reated Date/Ti	ime
1 View				1	0/17/11 11:21:	26AM 🖃
Comments			1			
Your Comment: Reclassify to Sr. Secr 10/1/2011.	retary effective	8				
Comment History:				<< Previous	Hold	Submit

7. Finalize Form	7. Finalize Form				
Message	\boxtimes				
Outbacittée forme 0 (240					
Submit this form? (246	42,112)				
The form will be directe	ed to the next approver, if any.				
	Yes				
Add Position	Request (PRF)				
Step 3 of 3: Form	Finalized				
This form will now be fo	prwarded to the appropriate Approver.				
Position Information					
Requested Action:	Update Existing Position				
Position Number:	00020143				
Proposed Job	5020 Sr Secretary				
Incumbent(s):					
Form Status					
eForm ID: 202668					
Coll/Div Business Adm	nstr for further processing.				
Go Te Worklist					
View This Form					
<u>Go To eForms Home P</u>	age				
Note: If there is a position change, the form will route to the HR Department for approval. If there is a Budget Change, the form will route to the Budget Department and Office of Sponsored Programs, if applicable.					
Note: Once the HR approves the form a form has been author and budget effective	Department, Budget Department, and/or Office of Sponsored Programs and it is executed, the initiator will receive an email informing them that the prized. The form will be available for view with the approved job classification e date.				

. View Appro	oved Form	n						
avigation: Depa	artment Sel	f Service > eForm	15 Home Page	e > View a	n eForn	1 > Positio	n Request (ePF	RF)
View Positio	n Reques	st (PRF)						
Step 1 of 2: Vie	w Position	Request						
This page displays the	e data that was	entered on the form ar	nd associated cor	nments.				
Position Information								
Requested Action:	Update Existin	g Position			Posit	ion Data		
Position Number:	00020143							
Incumbent(s):	Barbara Kelley	y						
New Position Informa	ation			Current Pos	sition Info	rmation		
Effective Date:	10/01/2011			Effective	Date:	09/01/2009	eForm ID:	202668
Department:	C0046	SOE Dean's Offic	æ	Departmen	nt:	C0048	SOE Dean's Of	fice
Business Unit:	HR759	UH Clear Lake		Business	Unit:	HR759	UH Clear Lake	
Location Code:	C801	Bayou Building		Location 0	Code:	C601	Bayou Building	1
Reports To Position:	00020151	Sr Business Coord	d	Reports To	o Position	00020151	Sr Business Coo	ord
Reg/Temp:	Regular			Reg/Temp	:	Regular		
Empl Class:	Support Staf	f		Empl Clas	is:	Support Sta	ff	
		Use Existing Job	Code O	Update Exis	ting Job C	ode		
		Create New Job C	Code 📀	No Change				
Current:	5040 0		Calas: Bl		Calaa.	ander one	Annual Salaan	
Job Code/fide.	5010 Sed	etary	Salary Fig	ап. нкт	Salary C	Made. 080	Annuar Salary.	324,772.80
Proposed: Job Code/Title:	5020 Sr S	ecretary	Salary P	an: HRY	Salary 0	Grade: 100	Annual Salary:	\$26,000,00
	0020 010	cociary	,-		,		······,	020,000.00
Approved:			Salary P	an:	Salary (irade:		
oob oodermite.			ine Dennes Free		oundry o	T		
		HIT	ing Range: From			10:		
Standard Hours:	40.00	FTE: 1.00		Standard	Hours:	40.00	FTE: 1.00	
New Budget Informatio	on		Curr	ent Budget Inf	ormation			
Speedtype(s) Co	mbination Code	e(s) Distrb %(s) Fundir	ng End Dt		Combina	tion Code		
00759-11333	51-C0046-A023	4- 100.000	<u>Sr</u>	<u>eedtype(s)</u>	(s)		istrb %(s) Funding	End Dt
INA	1		00	759-11333	NA	J40-A0234-	100.000	
Action(s) & Reason(s))							
Action	, <u>Reason</u>							
1 Position Change	Job Re-Cla	ssification						

Inactivate an Existing Position				
Search Fields				
Create a New Position				
Update an Existing Position				
Inactivate an Existing Position				

If a position has been eliminated due to budget constraints, HR will inactivate the position. If the department chooses to inactivate a position, making it unavailable for future use, please contact the HRIS/Compensation Specialist in the Office of Human Resources.

Notes:

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