ePRF
Position Request Processing Manual
PeopleSoft HRMS 8.9

The following materials have been developed by the University of Houston Human Resources department as a guide and tool for the purposes of training. Please check periodically to ensure that information has not changed.
PeopleSoft HRMS 8.9 – Position Request Form – ePRF

The electronic Position 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.

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Approve an ePRF
The Worklist lists all HR documents that require your approval. Use the eForms Home Page or the Worklist link to navigate to the Worklist.

PeopleSoft HRMS 8.9 Navigation

Department Self Service > eForms Home Page

Click on “My Worklist.”
Or, you can go directly to your worklist in blue header bar at the top of any PS HRMS page.
Click on an item link to work that form.

Depending on your role you may Approve, Deny, Recycle or Hold the form.

Add comments to provide additional information or document any changes you make to the form.

“Deny” permanently ends the form.

“Recycle” sends the form back to the Initiator to make corrections or changes.

“Approve” sends the form to the next approver in the workflow.

“Hold” keeps the form on your worklist while saving any changes or comments you make.
Click “Yes” on the next screen.

The Evaluation complete screen shows you that the form has been submitted to the next approver.

ePRF Forms can be viewed through View an eForm for 30 days from the date initiated, and through Look up an Archived eForm, after 30 days.
PeopleSoft HRMS 8.9 – Position Request Form – ePRF

Create a New Position
Request to create a new benefits or non-benefits position.

PeopleSoft HRMS 8.9 Navigation

Department Self Service > eForms Home Page > Start a New eForm > Position Request (ePRF)
PeopleSoft HRMS 8.9 – Position Request Form – ePRF

Start a New electronic Form (eForm)

- **Personnel Action Request (ePAR)**
  Use this form to submit a request to hire, edit existing job data, change employment status or add additional pay for an employee.

- **Position Request (ePRF)**
  Use this form to submit a request to create a new position; reclassify an existing position; change department, FTE, or funding on a position; or inactivate a position.

- **Person of Interest (ePOI)**
  Use the form to request a PeopleSoft ID for a non-employee, non-student. PS IDs are needed for access to many campus services, including parking, email and CougarCard.

- **Reallocation/Suspense (eRAF)**
  Use this form to submit a request to reallocate funding on a payroll transaction.

Return to Electronic Forms (eForms) Home Page

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 or Inactivate an Existing Position.

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 information you have and click Search.

Check “Create a New Position.”
The Add button will display. Click the Add button to request a new position.
PeopleSoft HRMS 8.9 – Position Request Form – ePRF

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:** Create a New Position

**Effective Date:** 09/01/2009

**Position Number:** NEW

**Present Job Code/Title:**

**Incumbent(s):**

### Department Information

**Department:** 00058

**Business Unit:** HR730

**Location Code:** 05023

**Recommends To:**

### Position Information

**Effective Date**

Must be within current fiscal year or within fiscal year available for budget entry

**Department Information**

**Department**

**Location Code**

**Reports to Position**

Position number of supervisor (If applicable)
PeopleSoft HRMS 8.9 – Position Request Form – ePRF

Job Classification Information

**Reg/Temp:**
- Regular

**Empl Class:**
- Support Staff

- 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

Job Classification Information

**Reg/Temp**
- Regular (benefits-eligible)
  - Temporary (non-benefits-eligible and insurance-eligible)

**Empl Class**
- Selection varies by the Reg/Temp field:
  - **Regular**
    - Faculty
    - Prof/Admin Staff
    - Support Staff
  - **Temp**
    - Faculty
    - Faculty Overload
    - Grad Assistants
    - Hourly Student Workers
    - Monthly Student Workers
    - Prof/Admin Staff
    - Support Staff

Reg Position, then Select whether to:

- **Use Existing Job Code**
  - Enter Proposed Job Code and Annual Salary

- **Update Existing Job Code**
  - Enter Proposed Job Code and make requested changes to Job Title, Salary Plan, Salary Grade and/or Annual Salary

- **Create New Job Code**
  - Enter Proposed Job Title, Salary Plan, Salary Grade and Annual Salary

Temp Position
- Enter Proposed Job Code and Annual Salary
PeopleSoft HRMS 8.9 – Position Request Form – ePRF

Standard Hours/FTE

<table>
<thead>
<tr>
<th>Standard Hours</th>
<th>FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>40.00</td>
<td>1.00</td>
</tr>
</tbody>
</table>

- Reg Position: Enter Standard Hours; FTE defaults based upon Standard Hours (see Standard Hours Chart)
- Temp Position: Standard Hours defaults to 1 and FTE defaults to .03 (Temp Standard Hours and FTE are entered on Job Data)

Click “Next” to continue.
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 New Position
- **Position Number:** NEW
- **Proposed Job Code:** D4H4
- **Title:** Coord, Office

**Budget Information**

<table>
<thead>
<tr>
<th>Speedtype(s)</th>
<th>Combination Code(s)</th>
<th>Distrib %</th>
<th>Funding End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>00730-12106</td>
<td>2060-H0C58-D0767-NA</td>
<td>100.000</td>
<td></td>
</tr>
</tbody>
</table>

**Distribution % Total:** 100.000

**Budget Information**

New positions require complete budget information. The budget effective date is the same as the position effective date. Click the blue “+” to add additional rows for split funding.

- **Speedtype**
  - Enter Speedtype associated with your cost center, or
  - Click the magnifying glass to select from the list

- **Combination Code**
  - Defaults based upon the speedtype selected

- **Distrib %**
  - Must total 100%. If only one speedtype is needed, enter 100

- **Funding End Date**
  - If the cost center is a project or grant, then enter the funding end date.
  - When an end date is entered, the system will automatically generate a new record for the suspense cost center effective one day after the end date.

**Note:** Suspense cost centers should only be used for projects after the end date. For more information, please contact your budget analyst.
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:** Create a New Position  
**Position Number:** NEW  
**Proposed Job Code/Title:** D4H4 Coord, Office  
**Incumbent(s):**

**Action(s) & Reason(s)**

<table>
<thead>
<tr>
<th>Action</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Position Change</td>
<td>New Position</td>
</tr>
<tr>
<td>2 Budget Change</td>
<td></td>
</tr>
</tbody>
</table>

**Attachments**

Attach documentation as needed.

**Regular Position**

- Use Existing Job Code
- Update Existing Job Code
- Create New Job Code

- Memo of Justification optional  
- Proposed or Revised Job Description  
- Memo of Justification  
- Job Analysis Questionnaire (JAQ) optional  
- Proposed or Revised Job Description  
- Job Analysis Questionnaire (JAQ)  
- Memo of Justification

**Temporary Position**

- Attachments optional

**Faculty Position**

- Fac – Offer Letter
Enter comments to provide additional information as needed.

Click “Submit.”

Click “Yes.” The form will be routed to the next approver in your workflow.

New positions will be approved by the HR Compensation Section and then the Budget Office. Once the Budget Office approves the form, the initiator will receive an email with a link to view the form. The new position number and approved job code will be available on the View Form.

After the position is created, the position number can be posted (after 24 hours to transfer to OJS system) or an employee can be placed in the position using an ePAR.
**PeopleSoft HRMS 8.9 – Position Request Form – ePRF**

**Update an Existing Position**
Change the attributes associated with an existing 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.

PeopleSoft HRMS 8.9 Navigation

Department Self Service > eForms Home Page > Start a New eForm > Position Request (ePRF)
The Existing Position Search page will display. Enter the position number to be updated, or enter the information you have and click “Search.”
Select the position to be updated from Position Result.

<table>
<thead>
<tr>
<th>Position Number</th>
<th>Department</th>
<th>Job Code</th>
<th>Job Title</th>
<th>Incumbents</th>
</tr>
</thead>
<tbody>
<tr>
<td>0010542</td>
<td>H0038</td>
<td>D4F8</td>
<td>Secretary1</td>
<td></td>
</tr>
<tr>
<td>00104031</td>
<td>H0039</td>
<td>D4F8</td>
<td>Secretary1</td>
<td></td>
</tr>
<tr>
<td>00100103</td>
<td>H0038</td>
<td>D4F8</td>
<td>Secretary1</td>
<td>&lt;Vacant&gt;</td>
</tr>
<tr>
<td>00103939</td>
<td>H0039</td>
<td>D4F8</td>
<td>Secretary1</td>
<td>&lt;Vacant&gt;</td>
</tr>
</tbody>
</table>

**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:** Update Existing Position
- **eForm ID:** 87106
- **Effective Date:** 09/30/2009
- **Position Number:** 001039103
- **Present Job Code/Title:** D4F8 Secretary1
- **Incumbent(s):** <Vacant>

**Department Information**

- **Department:** H0038 Dean, Law
- **Business Unit:** HR730 U of H Main
- **Location Code:** H0060 University of Law of Center
- **Reports To Position:**

**Position Information**

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

**Department Information**

Department Information will populate from the current position data. Make requested changes to the fields as needed.

- **Department**
- **Location Code** Defaults to Location Code associated with Department; can be typed over
- **Reports to Position** Position number of supervisor (If applicable)

Note: Positions can only be transferred to other departments within your security. Most transfers will need to be processed at the College or Division level.
PeopleSoft HRMS 8.9 – Position Request Form – ePRF

Job Classification Information

Reg/Temp: Regular

EMPL Class: Support Staff

- Use Existing Job Code
- Update Existing Job Code
- Create New Job Code
- No Change

Current:
Job Code/Title: D4F6 Secretary 1
Salary Plan: UHN Salary Grade: 105 Annual Salary:

Proposed:
Job Code/Title: D4F6 Secretary 2
Salary Plan: UHN Salary Grade: 106 Annual Salary: $30,000.00

Job Classification Information
These fields can not be changed on Temporary positions. If Regular Position, Select:
- Empl Class
  - Faculty
  - Prof/Admin Staff
  - Support Staff
- Use Existing Job Code
- Update Existing Job Code
- Create New Job Code
- No Change (default)

Position Change Reason
Select Job Re-Classification for the Reason.

Position Change Reason

Action: Position Change
Reason: Job Re-Classification

Standard Hours/FTE

*Standard Hours: 40.00 FTE: 1.00

Click Next

Standard Hours/FTE
These fields can not be changed on Temporary positions. If Regular Position:
- Standard Hours
  - Make changes to Standard Hours as applicable;
  - FTE defaults based upon Standard Hours (see Standard Hours Chart)

Click “Next” to continue.
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 Existing Position
Position Number: 00108103
Proposed Job Code/Title: D4F5 Secretary 2
Incumbent(s): <Vacant>

Budget Information

<table>
<thead>
<tr>
<th>Speedtype(s)</th>
<th>Combination Code(s)</th>
<th>Distri % (s)</th>
<th>Funding End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>00730-10882</td>
<td>2063-H0096-E0273-NA</td>
<td>100.000</td>
<td></td>
</tr>
</tbody>
</table>

Click Next

Distribution % Total: 100.000

Budget Information

Budget Information populates from the current department budget table record. The budget effective date is the same as the position effective date. Click the blue “+” to add additional rows for split funding. Make requested changes to the fields as needed.

- Speedtype – Enter Speedtype associated with your cost center, or Click the magnifying glass to select from the list
- Combination Code – Defaults based upon the speedtype selected
- Distri % – Must total 100%. If only one speedtype is needed, enter 100
- Funding End Date – If the cost center is a project or grant, then enter the funding end date. When an end date is entered, the system will automatically generate a new record for the suspense cost center effective one day after the end date.

Note: Budget changes will be effective on the first day of the next un-confirmed pay period. Budget changes cannot be retroactive. Suspense cost centers should only be used for projects after the end date. For more information, please contact your budget analyst.

Click “Next” to continue.
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: Update Existing Position

Position Number: 00169103

Proposed Job Code/Title: D4F5 Secretary 2

Incumbent(s): Vacant

Action(s) & Reason(s)

<table>
<thead>
<tr>
<th>Action</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Position Change</td>
<td>Job Re-Classification</td>
</tr>
<tr>
<td>2 Budget Change</td>
<td></td>
</tr>
</tbody>
</table>

Attachments

Attach documentation as needed.

Regular Position

- Use Existing Job Code
- Update Existing Job Code
- Create New Job Code
- No Change

Temporary Position

- Attachments optional

Faculty Position

- Attachments optional

- Fac – Offer Letter
PeopleSoft HRMS 8.9 – Position Request Form – ePRF

Comments

Your Comment:
Reclassify vacant position from a Secretary 1 to a Secretary 2

Comment History:

<< Previous   Hold   Submit

Enter comments to provide additional information as needed.

Click “Submit.”

Click here

Submit this form? (24642,112)
The form will be directed to the next approver, if any.

Yes   No

Click “Yes.” The form will be routed to the next approver in your workflow.

Position changes will be routed to the HR Compensation Section for approval. Budget changes will be routed to the Budget Office for approval. Once the Budget Office approves the form, the initiator will receive an email with a link to view the form. The approved position details will be available on the View Form.

After the position is modified, the position can be posted (after 24 hours to transfer to OJS system) or an employee can be placed in the position using an ePAR.
PeopleSoft HRMS 8.9 – Position Request Form – ePRF

**Inactivate an Existing Position**
Inactivating a position removes the position from eForms and makes it inoperative. Employees can not be placed in inactive positions.

**PeopleSoft HRMS 8.9 Navigation**

Department Self Service > eForms Home Page > Start a New eForm > Position Request (ePRF)

![Electronic Forms (eForms) Home Page]

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

- **Resubmit, Change, or Withdraw an eForm**
  - Make changes to an eForm that has been recycled or needs to be updated. Only forms that have not had final approval or been processed into the system will be accessible.

- **View an eForm**
  - View a monthly submitted eForm, including workflow history and form status. eForms submitted in the last month are listed here. This is a read-only view.

- **Look Up an Archived eForm**
  - Review an archived eForm. eForms submitted more than a month ago will be listed here. This is a read-only view.
Start a New electronic Form (eForm)

Personnel Action Request (ePAR)
Use this form to submit a request to hire, edit existing job data, change employment status or add additional pay for an employee.

Position Request (ePRF)
Use this form to submit a request to create a new position, reclassify an existing position, change department, FTE, or funding on a position, or inactivate a position.

Person of Interest (ePOI)
Use this form to request a PeopleSoft ID for a non-employee, non-student. PS IDs are needed for access to many campus services, including parking, email and CougarCard.

Reallocation/Suspense (eRAF)
Use this form to submit a request to reallocate funding on a payroll transaction.

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 or Inactivate an Existing Position.

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 information you have and click Search.

The Existing Position Search page will display. Enter the position number to be inactivated, or enter the information you have and click “Search.”
Select the position to be inactivated from Position Result.

<table>
<thead>
<tr>
<th>Position Result</th>
<th>Customize</th>
<th>Find</th>
<th>View All</th>
<th>First</th>
<th>1 of 1</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Number</td>
<td>Department</td>
<td>Job Code</td>
<td>Job Title</td>
<td>Incumbents</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0011542</td>
<td>H0088</td>
<td>D4F6</td>
<td>Secretary 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>00104081</td>
<td>H0088</td>
<td>D4F6</td>
<td>Secretary 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>00102103</td>
<td>H0088</td>
<td>D4F6</td>
<td>Secretary 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>00105638</td>
<td>H0088</td>
<td>D4F6</td>
<td>Secretary 1</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 Existing Position

<table>
<thead>
<tr>
<th>Effective Date:</th>
<th>eform ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/01/2009</td>
<td>64481</td>
</tr>
</tbody>
</table>

**Position Number:** 00105638

**Present Job Code:** D4F6

**Title:** Secretary 1

**Incumbent(s):** <Vacant>

**Department Information**

**Department:** H0088
**Business Unit:** HR730
**Location Code:** H6000

**Reports To Position:**

**Position Information**

**Effective Date**
Must be in the future and within current fiscal year or within fiscal year available for budget entry

The remaining Position Information will populate from position data. No entry is required. Click “Next.”
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: 00109938

Proposed Job Code/Title:
Incumbent(s): <Vacant>

Budget Information

<table>
<thead>
<tr>
<th>Speedtype(s)</th>
<th>Combination Code(s)</th>
<th>Distrib % (s)</th>
<th>Funding End Date</th>
</tr>
</thead>
</table>

Distribution % Total:

Click Next

Budget Information

Budget Information will populate from department budget table. No entry is required. Click “Next.”
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>

Action(s) & Reason(s)

<table>
<thead>
<tr>
<th>Action</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Position Change</td>
<td>Position Inactivated</td>
</tr>
</tbody>
</table>

Attachments

Enter comments to provide additional information as needed.

Click “Submit.”

Click “Yes.” The form will be routed to the next approver in your workflow.

Requests to Inactivate Position will be routed to the HR Compensation Section for approval. Once HR approves the form, the initiator will receive an email with a link to view the form. The position will no longer be active.
PeopleSoft HRMS 8.9 – Position Request Form – ePRF

**View an ePRF**

View a position request form to check the status or identify the position number.

**PeopleSoft HRMS 8.9 Navigation**

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

Click on the link in the status email to go directly to the form after logging into PeopleSoft HRMS. Or, use the navigation below to search for the form.
### View an electronic Form (eForm)

- **Personnel Action Request (ePAR)**
  - Use this link to view an ePAR request.
  - [Personnel Action Request (ePAR)](Click here)

- **Position Request (ePRF)**
  - Use this link to view an ePRF request.
  - [Position Request (ePRF)](Click here)

- **Person of Interest (ePO)**
  - Use this link to view an ePO request.
  - [Person of Interest (ePO)](Click here)

- **Employment Eligibility Verification (eLI)**
  - Use this link to view an eLI request.
  - [Employment Eligibility Verification (eLI)](Click here)

- **Reallocation/Suspense (eRAF)**
  - Use this link to view an eRAF request.
  - [Reallocation/Suspense (eRAF)](Click here)

[Return to Human Resources Electronic Forms (eForms)]

### View an ePRF Form

Enter any information you have and click Search. Leave fields blank for a list of all values.

#### Find an Existing Value

<table>
<thead>
<tr>
<th>Field</th>
<th>Operator</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>eForm ID</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Workflow Form Type</strong></td>
<td></td>
<td>PRF</td>
</tr>
<tr>
<td><strong>Requested Action</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Position Number</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Department</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Original Operator</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Original Date</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Last Operator</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Last Date</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- [Search](?)
- [Clear](?)
- [Basic Search](?)
- [Save Search Criteria](?)

Enter the form ID or other search field and click “Search.” If more than one form meets the criteria, select from the displayed list.
The form will display the approved position number and classification.

**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 Position
- **Position Number:** 01010105
- **Incumbent(s):** <Vacant>

### New Position Information

- **Effective Date:** 03/01/2009
- **Department:** H0058  Dean, Education
- **Business Unit:** HR730  U of H Main
- **Location Code:** H5023  Education
- **Reports To Position:**
- **Reg/Temp:** Regular
- **Empl Class:** Support Staff

**Proposed:**

- **Job Code/Title:** D4H4  Coord, Office
- **Salary Plan:** UHN  Salary Grade: 105  Annual Salary: $30,000.00

**Approved:**

- **Job Code/Title:** D4H4  Coord, Office
- **Salary Plan:** UHN  Salary Grade: 105
- **Hiring Range From:** $26,894.40  To: $33,612.80

- **Standard Hours:** 40.00  FTE: 1.00

### New Budget Information

- **Budget Effective Date:** 09/01/2009

<table>
<thead>
<tr>
<th>SpeedType(s)</th>
<th>Combination Code(s)</th>
<th>Distrib %s</th>
<th>Funding End Dt</th>
</tr>
</thead>
<tbody>
<tr>
<td>00730-12106</td>
<td>2089-H0058-D0767-NA</td>
<td>100.0000</td>
<td></td>
</tr>
</tbody>
</table>

Distribution % Total: 100.000

### Action(s) & Reason(s)

- **Action:** Position Change
- **Reason:** New Position
- **Action:** Budget Change
Resubmit, Change or Withdraw an ePRF

ePRF Forms can be updated through Resubmit, Change, or Withdraw an eForm.

PeopleSoft HRMS 8.9 Navigation

Department Self Service > eForms Home Page >
Resubmit, Change, or Withdraw an eForm > Position Request (ePRF)
Resubmit, Change, or Withdraw an electronic Form (eForm)

**Personnel Action Request (ePAR)**
Use this link to change, resubmit, or withdraw an ePAR request.
[Personnel Action Request (ePAR)]

**Position Request (ePRF)**
Use this link to change, resubmit, or withdraw an ePRF request.
[Position Request (ePRF)]

**Person of Interest (ePOI)**
Use this link to change, resubmit, or withdraw an ePOI request.
[Person of Interest (ePOI)]

**Employment Eligibility Verification (e-I-9)**
Use this link to fill out Section 3 of an existing I-9 Form for re-verification of work authorization.
[Employment Eligibility Verification (e-I-9)]

**Reallocation/Suspense (eRAF)**
Use this link to change, resubmit, or withdraw an eRAF request.
[Reallocation/Suspense (eRAF)]

[Return to Human Resources Electronic Forms (eForms)]

Update an ePRF Form
Enter any information you have and click Search. Leave fields blank for a list of all values.

---

Enter the form ID or other search field and click “Search.” If more than one form meets the criteria, select from the displayed list.

The initiator or any approver in the workflow can update an ePRF and submit it to the next approver.
### FTE and Standard Hours Chart

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<th>FTE</th>
<th>Std Hrs</th>
<th>FTE</th>
<th>Std Hrs</th>
<th>FTE</th>
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### Faculty Standard Hours Chart

#### University of Houston

Standard Work Hours per Week for Part-time Faculty

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<thead>
<tr>
<th>Lecturer (Category I)</th>
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<tbody>
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<td><strong>Semester Credit Hour Value of Courses Taught</strong></td>
<td><strong>Standard Work Hours per Week</strong></td>
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<tr>
<td>1</td>
<td>2.7</td>
</tr>
<tr>
<td>2</td>
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<td>3</td>
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<td>29.3</td>
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<table>
<thead>
<tr>
<th>Lecturer (Category II)</th>
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<td><strong>Standard Work Hours per Week</strong></td>
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<td>30.3</td>
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#### Summer (Three Months)

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<tr>
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<td>6.7</td>
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<tr>
<td>2</td>
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<td>3</td>
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<table>
<thead>
<tr>
<th>Lecturer (Category I)</th>
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<tbody>
<tr>
<td><strong>Credit Hour Value of Courses Taught</strong></td>
<td><strong>Standard Work Hours per Week</strong></td>
</tr>
<tr>
<td>1</td>
<td>2.7</td>
</tr>
<tr>
<td>2</td>
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<tr>
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<table>
<thead>
<tr>
<th>Lecturer (Category II)</th>
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<td><strong>Credit Hour Value of Courses Taught</strong></td>
<td><strong>Standard Work Hours per Week</strong></td>
</tr>
<tr>
<td>1</td>
<td>3.2</td>
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<tr>
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<td>6.7</td>
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<tr>
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<td>10.0</td>
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<td>5</td>
<td>16.7</td>
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<tr>
<td>6</td>
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<table>
<thead>
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<th>Summer Research Faculty</th>
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<tbody>
<tr>
<td><strong>Credit Hour Value of Courses Taught</strong></td>
<td><strong>Standard Work Hours per Week</strong></td>
</tr>
<tr>
<td>1</td>
<td>40.0</td>
</tr>
<tr>
<td>2</td>
<td>20.0</td>
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</table>

• Term FTE is the Full Time Equivalent which should be reported on the Personnel Action Request (PAR) for the duration of the assignment. It is equal to the standard hours per week divided by forty.

• The annualized FTE is equal to the Term FTE times the duration of the assignment. The duration of the Fall or Spring semester is 4.5 months / 12 months which equals 0.375. The duration of the three month summer is 3 months / 12 months which equals 0.25. The Annualized FTE is the calculated amount which is reported to the State on a quarterly basis.
### ePRF Action Chart

<table>
<thead>
<tr>
<th>Position Action</th>
<th>Empl Class Regular (Benefits Eligible)</th>
<th>Transaction Choices</th>
<th>Attachments Required</th>
<th>Desired Result</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Create a New Position</strong></td>
<td>Prof/Admin Staff Support Staff</td>
<td>Use Existing Job Code</td>
<td>Optional</td>
<td>A <em>new</em> position number using an existing Job Code.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Update Existing Job Code</td>
<td>Revised Job Description Memo of Justification</td>
<td>A <em>new</em> position number and change an existing Job Description, such as title, grade and/or duties.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Create New Job Code</td>
<td>Job Analysis Questionnaire (JAQ) Proposed Job Description Memo of Justification</td>
<td>A <em>new</em> position number and a new Job Description.</td>
</tr>
<tr>
<td>Faculty</td>
<td>Use Existing Job Code</td>
<td>Fac – Offer Letter</td>
<td></td>
<td>A <em>new</em> faculty position number using an existing Job Code.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Position Action</th>
<th>Empl Class Regular (Benefits Eligible)</th>
<th>Transaction Choices</th>
<th>Attachments Required</th>
<th>Desired Result</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Update an Existing Position</strong></td>
<td>Prof/Admin Staff Support Staff</td>
<td>Use Existing Job Code</td>
<td>Vacant: no attachments Filled: Memo of Justification and/or Job Analysis Questionnaire (JAQ)</td>
<td>Reclassify position to another existing Job Description. Can be a reclassification or a career ladder promotion for incumbent.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Update Existing Job Code</td>
<td>Revised Job Description Memo of Justification</td>
<td>Reclassify position and change an existing Job Description, such as title, grade and/or duties.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Create New Job Code</td>
<td>Job Analysis Questionnaire (JAQ) Proposed Job Description Memo of Justification</td>
<td>Reclassify position to a new Job Description.</td>
</tr>
<tr>
<td>Faculty</td>
<td>Use Existing Job Code</td>
<td>Fac – Offer Letter</td>
<td></td>
<td>Reclassify faculty position to another existing Job Code.</td>
</tr>
<tr>
<td>Position Action</td>
<td>Empl Class</td>
<td>Transaction Choices</td>
<td>Desired Result</td>
<td></td>
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<tr>
<td>-------------------------------</td>
<td>-----------------------------------------</td>
<td>--------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td></td>
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<tr>
<td>Update an Existing Position</td>
<td>Regular (Benefits Eligible): Faculty</td>
<td>No Change</td>
<td>Change FTE for incumbent and position. FTE changes of less than 1 pay period can be made on the timesheet. FTE changes on monthly paid employees also require an ePAR to adjust the Comp Rate. Faculty positions require attachment: Fac – Offer Letter</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prof/Admin Staff</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Support Staff</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Temporary (Non-Benefits Eligible):</td>
<td></td>
<td>Change Funding on a position. Request is sent directly to the Budget Office.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Faculty Overload</td>
<td></td>
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<tr>
<td></td>
<td>Grad Assistants</td>
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<td></td>
<td></td>
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<tr>
<td></td>
<td>Hourly Student Workers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Monthly Student Workers</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Prof/Admin Staff</td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Support Staff</td>
<td></td>
<td></td>
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<tr>
<td></td>
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<td></td>
<td>Change Department and Location codes on the position and incumbent, if any. Note: Positions can only be transferred to other departments within your security. Most transfers will need to be processed at the College or Division level.</td>
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<table>
<thead>
<tr>
<th>Position Action</th>
<th>Empl Class</th>
<th>Desired Result</th>
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</thead>
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<td>A new non-benefit position number.</td>
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<tr>
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<tr>
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<td>Grad Assistants</td>
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<td>Hourly Student Workers</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Monthly Student Workers</td>
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<tr>
<td></td>
<td>Support Staff</td>
<td></td>
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<tr>
<td>Update an Existing Position</td>
<td>Temporary (Non-Benefits Eligible):</td>
<td>Change Funding on a position. Request is sent to the Budget Office.</td>
</tr>
<tr>
<td></td>
<td>Faculty Overload</td>
<td>Non-Benefits FTE changes are made directly on an ePAR not on an ePRF.</td>
</tr>
<tr>
<td></td>
<td>Grad Assistants</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hourly Student Workers</td>
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</tr>
<tr>
<td></td>
<td>Monthly Student Workers</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prof/Admin Staff</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Support Staff</td>
<td></td>
</tr>
<tr>
<td>Inactivate an Existing Position</td>
<td>Regular or Temporary</td>
<td>Delete position that will no longer be used. Be sure that no incumbents are in the position on the effective date.</td>
</tr>
<tr>
<td></td>
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