

Find PRF – Position Request Form

Navigation: **UHS HRMS HR > Forms > PRF – Position Request Form**

“Find an Existing Value” allows you to search for PRF forms that were created and saved in the system.

PeopleSoft. Home

Menu

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 - Forms
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 - PRF - Position Request Form**
 - RAF - Reallocation Form
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PRF - Position Request Form

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

Find an Existing Value | Add a New Value

Search by: PRF ID begins with

Search | Advanced Search

Find an Existing Value | Add a New Value

Click on arrow to get drop menu of search options

Search by

Select the Search criteria. Available options include:

PRF ID

Job Title

PRF ID

Position Number

Transaction Date

Transaction Status

User ID

PRF ID = System generated number of PRF created and saved.
Position Number = Employee’s position number
Transaction Date = Date PRF was prepared and saved in the system
Transaction Status = Proposed PRF
User ID = PeopleSoft user identification – Login ID (individual that created/prepared PRF)

Begins with/=

Enter appropriate data into field

Search

Click on **Search**

Create PRF – Position Request Form

Navigation: **UHS HRMS HR > Forms > PRF – Position Request Form**

Add a New Value allows users to create a new Personnel Action Request form. A PRF ID number is system generated once the PRF form has been prepared and saved.

PeopleSoft.

Home | Add to Favorites | Sign out

New Window | Help

PRF - Position Request Form
Enter any information you have and click Search. Leave fields blank for a list of all values

Find an Existing Value | **Add a New Value**

Search by: PRF ID begins with

Search | [Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

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Add a New Value

Click on *Add a New Value* tab or link to create a new PRF.

peopleSoft.

Home | Add to Favorites

PRF - Position Request Form

Find an Existing Value | **Add a New Value**

PRF ID: NEW

Add

[Find an Existing Value](#) | [Add a New Value](#)

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Add

Click on **Add**

Note: When creating a new PRF, the PRF ID field should not be changed from "NEW." System will issue number once the PRF form is saved.

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 - Change My Password
 - My System Profile

Position Information | Budget and Funding Info

PRF ID: NEW Position Number:

'Requested Action: *Type of Position:

Benefit Eligibility: Staff Replacement: Yes No

Section 1: Department and Contact Information

Campus: HR730 DIV: COL:

Dept: Loc:

Contact: 0106008 Ponzio, Carla Phone: 713/743-4275 Email ID: cponzio@uh.edu

Section 2: Position Information

Incumbent Name: Prev/Current Emplid: Reports To Position #:

Pos#	Title	Job Cd	Sal Pln	Sal Grd	FTE	Head Cnt	Annual Sal	Pos Effic Dt
Current								
Proposed	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Approved	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Approved Action: Hiring Range: From: To: HR Ret Prog:

Benefits Elig: MN

Security Sensitive: Pre-Employment Physical (UHD only) Yes

Job Posting Required? Yes

Remarks:

[PRINT THE PRF FORM](#)

Position Information | Budget and Funding Info

Click on this link to print Position Information form only.

Position Information	Position Information form will appear as shown above. Highlighted yellow field(s) must be completed. Complete other fields on page as required and save.
PRINT THE PRF FORM	Click on link to print form on default printer. This link only prints the Position Information page.
Save Button	Click on <input type="button" value="Save"/> to save Position Information page. System will assign a PRF ID number to form once saved. Be sure to save form after completion.
Notify	Click on <input type="button" value="Notify"/> to send email to appropriate personnel.
Add	Create a new form.
Update/Display	Click on <input type="button" value="Update/Display"/> to retrieve/revise an existing PRF.
Budget and Funding Info	Click on link to go to Budget and Funding Info form. Saved page after the required fields has been completed.

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Position Information | **Budget and Funding Info**

PRF ID: NEW Position Number: Date: 11/20/2006 [PRINT THE PRF FORM](#)

Section 3: Position Budget and Funding Information

Transaction Type

Final Only Base Only Final and Base Only

Grant? Grant Ed Date:

FTE: Headcount: Total FTE: Adds to FTE Count Yes

Eff Date	PS Account Code	Gl. Bus Unit	Fund Code	Dept ID	Program Code	Project	Account	%Dist		
1	<input type="text"/>									

Section 4: Signatures

Prepared by: Ponzio, Carla PS Coord 713/743-4275 11/20/2006

Signature 1:

Signature 2:

Signature 3:

Budget 1:

Budget 2: Emplid Name Title Date

Section 5: Job Posting Data

Posted Date: Closed Date: Emp Rep: Job Posting #:

Selected Applicant: Start Date for Gen Standing PO: Pay Rate:

[PRINT THE PRF FORM](#)

Save Notify

Add Update/Display

[Position Information](#) | Budget and Funding Info

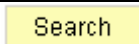
Budget and Funding Info	The above page will appear as shown above. Complete all fields as required (<i>Transaction Type, FTE fields, PS Acct Code</i>)
Date	Click on to select appropriate date.
Signature	Enter employee id number of the individual(s) authorized/required to sign. Name and title will automatically populate based on Emplid.
Budget	Enter Budget or click on to search for value.
Date	Click on to select appropriate date.
PRINT THE PRF FORM	Click on link to print form on default printer.
Save Button	Click on Save to save Employee form. System will assign a Par id number to form once saved. Be sure to save form after completion.
Notify	Click on Notify to send email to appropriate personnel.
Add	Create a new form
Update/Display	Click on Update/Display to retrieve/revise an existing PRF.
Position Information	Click on link to go to Position Information form.

Print PRF – Position Request Form

Navigation: **UHS HRMS HR > Forms > PRF – Position Request Form**

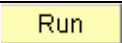
The PRF-Position Request Print link in the menu allows users to print existing or newly created PRF forms that have been saved. Forms are printed in PDF format. Adobe Acrobat Reader is required in order to fully utilize this feature.

The screenshot shows the PeopleSoft interface for 'PRF - Position Request Print'. At the top, there are navigation links for 'Home', 'Add to Favorites', and 'Sign out'. Below the header, there are links for 'New Window' and 'Help'. The main content area has a search bar with the text 'Run Control ID begins with JC' and a 'Search' button. A callout box points to the search bar with the text 'Enter Control ID'. The left-hand menu is expanded to show 'PRF - Position Request Print'.

Run Control ID	Enter Run Control ID in field.*
Search	Click on 

*Note: Click on [Add a New Value](#) link or tab to create a Control ID if one does not exist.

The screenshot shows the PeopleSoft interface for 'Run Control for PRF Form'. At the top, there are navigation links for 'Home', 'Add to Favorites', and 'Sign out'. Below the header, there are links for 'New Window', 'Help', and 'Customize Page'. The main content area has a 'Run Control ID' field with the value 'JC' and a 'Run' button. Below, there is a 'PRF ID' field with the value '10007' and a callout box pointing to it with the text 'Enter PRF number in field.'. The left-hand menu is expanded to show 'PRF - Position Request Print'.

PRF ID	Enter the Position Request form identification number. System generated number.
Run	Click  to start the process

The screenshot shows the 'Process Scheduler Request' form in PeopleSoft. A callout box labeled 'Server Name is PSNT' points to the 'Server Name' dropdown menu. Another callout box labeled 'Process Type determines Server Name' points to the 'Process Name' field. A third callout box labeled 'Type is Web' points to the '*Type' dropdown menu. A fourth callout box labeled 'Format is PDF' points to the '*Format' dropdown menu. The form includes fields for 'User ID' (UHSPARTT), 'Run Control ID' (JC), 'Run Date' (11/20/2006), and 'Run Time' (3:59:08PM). A 'Process List' table is visible below the form.

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	UPOS008P	UPOS008P	Crystal	Web	PDF	Distribution

Server Name*	Enter PSNT in field or click on and select from drop down menu.
Type	Enter Web or click on and select from drop down menu.
Format	Enter PDF or click on and select from drop down menu.
OK	Click OK button

**Note: A Server Name must be selected when printing reports. The Process Type determines which server to use. There are two types, (1) Crystal Report, and (2) SQR Report. For SQR reports use PSUNX and Crystal reports use PSNT. Click on next to field(s) and make selection from drop down menu.*

The screenshot shows the 'Process Monitor' form in PeopleSoft. A callout box labeled 'Process Instance number' points to the 'Process Instance:1072170' text. The form includes a 'Run Control ID' (JC) and a 'Run' button. A search field for 'PRF ID' is set to '10007'. The form also has 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display' buttons.

Process Instance Number	This number identifies PRF data requested.
Process Monitor	Click on Process Monitor link.

Refresh button

Process Instance number

Run Status should be Success

Details link

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	107217		Crystal	UPOS008P	UHSPARTT	11/20/2006 3:59:08PM PST	Success	Posted	Details
<input type="checkbox"/>	1072161		Crystal	UPER055P	UHSPARTT	11/20/2006 2:32:52PM PST	Success	Posted	Details
<input type="checkbox"/>	1072158		Crystal	UPER056P	UHSPARTT	11/20/2006 1:56:23PM PST	Success	Posted	Details

User ID	Your user id should be in this field. User id match PS login id.
Server	Enter PSNT in field or click on and select from drop down menu.
Refresh	Click on Refresh button to refresh screen. Click this button until Run Status shows Success.
Details	Click on Details link to view the report/form after Success appears in Run Status column.

View Log/Trace link

Process Detail

Process

Instance: 1072170 Type: Crystal

Name: UPOS008P Description: UPOS008P

Run Status: Success Distribution Status: Posted

Run

Run Control ID: JC

Location: Server

Server: PSNT

Recurrence:

Date/Time

Request Created On: 11/20/2006 3:59:53PM PST

Run Anytime After: 11/20/2006 3:59:08PM PST

Began Process At: 11/20/2006 4:00:09PM PST

Ended Process At: 11/20/2006 4:00:19PM PST

Actions

[View Log/Trace](#)

[View Log/Trace](#) Click on link to get Position Request form (PRF).

View Log/Trace

Report

Report ID: 31318 Process Instance: 1072170 [Message Log](#)

Name: UPOS008P Process Type: Crystal

Run Status: Success

UPOS008P

Distribution Details

Distribution Node: PSNT Expiration Date: 11/20/2006

File List

Name	File Size (bytes)	Datetime Created
Message Log	0	11/20/2006 4:00:19.000000PM PST
UPOS008P_1072170.PDF	57,905	11/20/2006 4:00:19.000000PM PST
PeopleSoft Trace File	469	11/20/2006 4:00:19.000000PM PST

Distribute To

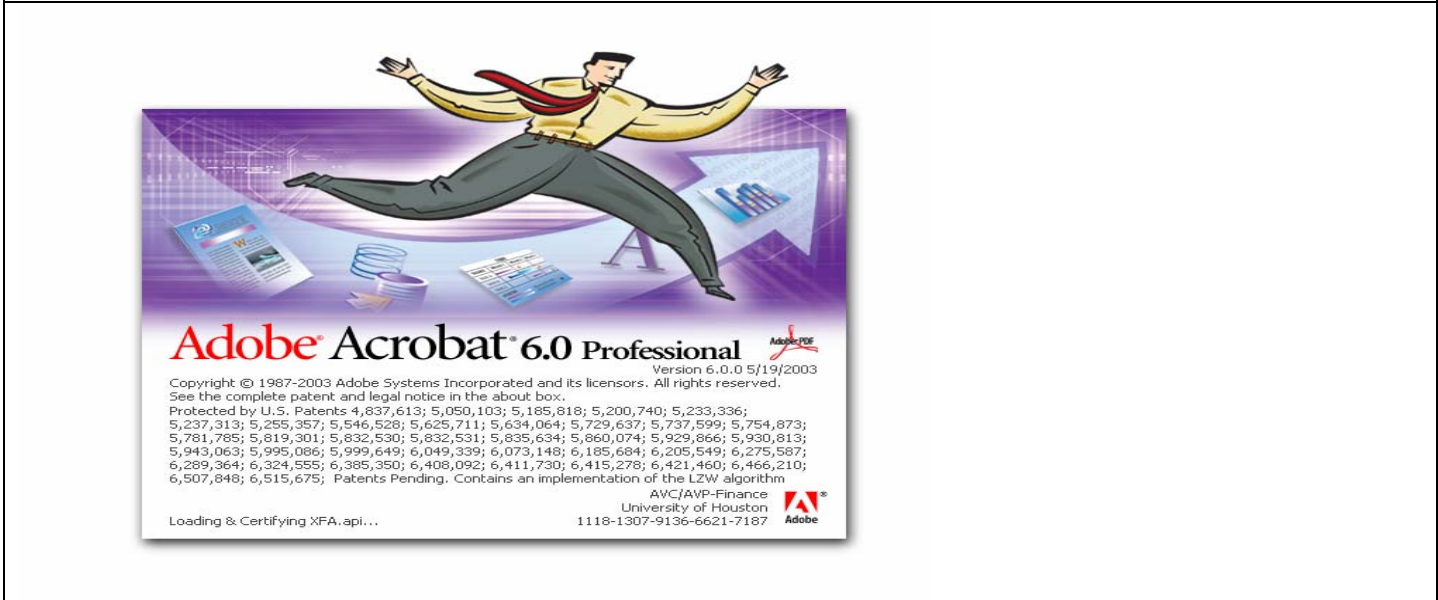
Distribution ID Type	*Distribution ID
User	UHSPARTT

Filename link

UPOS008P 1072170.PDF

This is the filename. Click on this link to view/print PRF form. File can only be saved in PDF format

Note: Notice that the Process Instance number is part of filename.



Adobe Acrobat Reader

The Adobe Acrobat page will appear as shown. The Position Request form (PRF) will appear immediately afterward.

Note: Adobe Acrobat Reader must be on computer.

File Edit View Favorites Tools Help

Address http://columba.fast.uh.edu:8510/psreports/sa89rst/31318/LPO5008P_1072170.PDF

WEBSHOTS

Save a Copy Print Email Search Review & Comment Sign

Select Text 148%

University of Houston System - Position Request Form

PRF ID: 10007 Date: 11/27/2005

Requested Action: Type of Position:

Benefits Eligibility: Staff Replacement:

Section 1: Department and Contact Information Position #:

Campus: Div: Dept: Loc:

Dept. Name: Dept. Contact:

Extension: Email Address:

Section 2: Position Information

Incumbent Name: Previous/Current Empl ID: Reports to pos#:

	Pos#	Title	Job Cd	Sal Pln	Sal Grd	FTE	Head Ct	Ann Sal	Pos Effec Dt
Current:	01005395	Non-Ben Non-Exemp	5200	TPN	UNG	0.25	1	\$13,000.00	9/1/2004
Proposed:							0		
For Human Resources Entry only									
Approved:									

Hiring Range

Appr Action: From: Hourly/Monthly? Ret Prog:

Benefits Elig: To:

8.5 x 11 in

Position Request Form

As shown above the Position Request form appears.

Note: User can view, print and/or save this form. Form can only be saved in PDF format.