

U N I V E R S I T Y *of* H O U S T O N
HUMAN *RESOURCES*

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.

Table of Contents

Approve an ePRF / Worklist.....	3
Create a New Position.....	6
Update an Existing Position.....	14
Inactivate an Existing Position.....	21
View an ePRF	26
Resubmit, Change or Withdraw an ePRF.....	29
FTE and Standard Hours Chart.....	31
Faculty Standard Hours Chart.....	32
ePRF Action Chart.....	33

PeopleSoft HRMS 8.9 – Position Request Form – ePRF

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

ORACLE

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page | hctc

Menu

- My Favorites
- Benefits
- Campus Community
- Compensation
- Curriculum Management
- Department Self Service
 - eForms Home Page**
 - Enterprise Components
 - Enterprise Learning
 - HR Self Service
 - Manage GT eForms
 - Organizational Development
 - Payroll Interface
 - Payroll for North America
 - Pension
 - Self Service
 - Set Up HRMS
 - Set Up SACR
 - Student Financials
 - Time and Labor
 - UHS HRMS Benefits
 - UHS HRMS Budget
 - UHS HRMS HR
 - UHS HRMS Misc
 - UHS HRMS Payroll
 - UHS HRMS Positions
 - Workforce Administration
 - Workforce Development
 - Workforce Monitoring
 - Manager Self Service

Electronic Forms (eForms) Home Page

My Worklist Click here
Work the items that have been routed to you.

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 recently 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.

Click on “My Worklist.”

Or, you can go directly to your worklist in blue header bar at the top of any PS HRMS page.

Home | **Worklist** | Add to Favorites | Sign out

Help

Click Here

PeopleSoft HRMS 8.9 – Position Request Form – ePRF

Click on an item link to work that form.

Detail View Work List Filters:

From	Date From	Work Item	Worked By Activity	Priority	Link		
Le.Thao T	03/18/2008	Evaluate Dept ePAR	eForm Routing	<input type="text"/>	ADDLPAY: Rafael R Longoria	Mark Worked	Reassign
Le.Thao T	03/19/2008	Evaluate Dept ePAR	eForm Routing	<input type="text"/>	ADDLPAY: Rafael R Longoria	Mark Worked	Reassign

Click here

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

PeopleSoft.

Menu

Search:

- ▷ My Favorites
- ▷ Department Self Service
- ▷ Benefits
- ▷ Campus Community
- ▷ Curriculum Management
- ▷ Enterprise Learning
- ▷ Organizational Development
- ▷ Payroll for North America
- ▷ Records and Enrollment
- ▷ Self Service
- ▷ Set Up HRMS
- ▷ Set Up SACR
- ▷ Student Admissions
- ▷ Student Financials
- ▷ Records and Enrollment
- ▷ Self Service
- ▷ Set Up HRMS
- ▷ Set Up SACR
- ▷ Student Admissions
- ▷ Student Financials
- ▷ Records and Enrollment
- ▷ Self Service
- ▷ Set Up HRMS
- ▷ Set Up SACR
- ▷ Student Admissions
- ▷ Student Financials
- ▷ Student Recruiting
- ▷ UHS HRMS Benefits
- ▷ UHS HRMS Budget
- ▷ UHS HRMS HR
- ▷ UHS HRMS Payroll
- ▷ UHS HRMS Positions
- ▷ Workforce Administration
- ▷ Workforce Development
- Worklist
- Worklist Details
- ▷ PeopleTools
- ▷ Reporting Tools
- P.A.S.S. (Self Service)
- My Dictionary
- My Personalizations
- My System Profile

Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) | [Help](#)

Evaluate Additional Pay

Step 1 of 2: Evaluate Additional Pay Request

Please review the form fields below. If the form meets your approval, click Approve. If you want the initiator to make changes and resubmit the form, enter an explanatory note and click Recycle. If the form should not be executed, click Deny, which will stop processing of the form.

Current Job info

Name: Rafael Longoria EmplID: 0084402
 Business Unit: HR730 Empl Rcd#: 0
 DeptID: H0024 Dean, Architecture [Job Data](#)
 Job Code: 1010 Professor
 Reg/Temp: Regular Position #: 00010285
 Empl Class: Faculty FTE: 1.00 Std Hrs: 40.00

Form Data

Recurring? eForm ID: 304
 *Earnings Code: Communication Allowance/PR
 Pay Period Amount:
 Pay Start Date: Pay End Date:
 Paid on separate cost center?

Comments

Your Comment:

Comment History:

Click One

Approve Deny Recycle

Hold

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.

PeopleSoft HRMS 8.9 – Position Request Form – ePRF

Click “Yes” on the next screen.

Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#) |

Approve this form? (24642,111)

The form will be sent on to the next approver for evaluation, or, if you are the final approver, the form will be loaded into the system. If you change anything on the form, please make note in the comments box.

Click Yes

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

Evaluate Additional Pay

Step 2 of 2: Evaluation Complete

The form will now be forwarded to the next approver, if any.

Current Job Info

Name:	Rafael Longoria	EmplID:	0084402
Business Unit:	HR730	Empl Rcd#:	0
DeptID:	H0024	Dean, Architecture	Job Data
Job Code:	1010	Professor	
Reg/Temp:	Regular	Position #:	00010285
Empl Class:	Faculty	FTE:	1.00
		Std Hrs:	40.00

Form Status

eForm ID: 304

You have just APPROVED this form. This action passed the form to UHM Human Resources Dept for further processing.

[Go To Worklist](#)

[View This Form](#)

[Go To ePAR Home Page](#)

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)

ORACLE

Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) | 

Electronic Forms (eForms) Home Page

-  [My Worklist](#)
Work the items that have been routed to you.
-  [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 recently 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.

Click here

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.

[Personnel Action Request \(ePAR\)](#)



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.

[Position Request \(ePRF\)](#)

Click here



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 Cougar1 Card.

[Person of Interest \(ePOI\)](#)



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](#)

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.

Search Fields

- Create a New Position
- Update an Existing Position
- Inactivate an Existing Position

Add

Click here

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

eForm ID: 67185

Effective Date: 

[Position Data](#)

Position Number: NEW

Present Job


Code/Title:

Incumbent(s):

Department Information

Department:  Dean, Education

Business Unit: HR730 U of H Main

Location Code:  Education

Reports To
Position: 

Position Information

Effective Date

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

Department Information

Department

Department Code

Location Code

Defaults to Location Code associated with Department; can be typed over

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

'Standard Hours: FTE: 1.00

Click Next

Standard Hours/FTE

Reg Position

Temp Position

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

Click “Next” to continue.

PeopleSoft HRMS 8.9 – Position Request Form – ePRF

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 **eForm ID:** 67185
Position Number: NEW
Proposed Job Code/Title: D4H4 Coord, Office
Incumbent(s):

Budget Information

<u>*Speedtype(s)</u>	<u>Combination Code(s)</u>	<u>*Distrb %(s)</u>	<u>Funding End Date</u>
00730-12106	2080-H0058-D0767-NA	100.000	

Distribution % Total: 100.000

<< Previous	Next >>
-------------	---------

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 |
| Distrb % | – 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.

PeopleSoft HRMS 8.9 – Position Request Form – ePRF

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)

Action	Reason
1 Position Change	New Position
2 Budget Change	

Attachments

Description Add New Document

View	Description	File size	Author	Created Date/Time
1 View				09/28/09 11:59:08AM -

Attachments

Attach documentation as needed.

Regular Position

- | | |
|--------------------------|---|
| Use Existing Job Code | – Memo of Justification optional |
| Update Existing Job Code | – Proposed or Revised Job Description
Memo of Justification
Job Analysis Questionnaire (JAQ) optional |
| Create New Job Code | – Proposed or Revised Job Description
Job Analysis Questionnaire (JAQ)
Memo of Justification |

Temporary Position

- Attachments optional

Faculty Position

- Fac – Offer Letter

PeopleSoft HRMS 8.9 – Position Request Form – ePRF

The screenshot displays the 'Comments' section of the ePRF. It features a blue header with the word 'Comments'. Below this, there is a 'Your Comment:' field containing the text 'Create new Office Coord position for the College of Education'. To the right of this field is a small blue icon of a document with a checkmark. Below the comment field is a 'Comment History:' section, which is currently empty. To the right of the comment fields is a callout box with the text 'Click Here' pointing to the 'Submit' button. Below the comment fields is a navigation bar with three buttons: '<< Previous', 'Hold', and 'Submit'.

Enter comments to provide additional information as needed.

Click “Submit.”

The screenshot shows a dialog box titled 'Submit this form? (24642,112)'. Below the title is the text 'The form will be directed to the next approver, if any.' At the bottom of the dialog are two buttons: 'Yes' and 'No'. A callout box with the text 'Click Here' points to the 'Yes' button.

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 screenshot displays the Oracle PeopleSoft HRMS 8.9 interface. On the left is a vertical navigation menu with categories like 'My Favorites', 'Benefits', 'Department Self Service', and 'eForms Home Page'. The top navigation bar includes 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. The main content area is titled 'Electronic Forms (eForms) Home Page' and contains the following options:

- My Worklist**: Work the items that have been routed to you.
- Start a New eForm**: Start a new eForm, which will then be routed to the appropriate approvers. (This link is highlighted with a callout box labeled 'Click here')
- 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 recently 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.

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.

[Personnel Action Request \(ePAR\)](#)



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.

[Position Request \(ePRF\)](#)

Click here



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 Cougar1 Card.

[Person of Interest \(ePOI\)](#)



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](#)

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.

Search Fields

- Create a New Position
- Update an Existing Position
- Inactivate an Existing Position

Click here

Existing Position Search	
Position Number:	<input type="text"/>
Department:	<input type="text" value="H0098"/>
Job Code:	<input type="text" value="D4F6"/>
Job Title:	<input type="text"/>
<input type="button" value="Search"/>	<input type="button" value="Clear"/> <input type="button" value="Cancel"/>

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

PeopleSoft HRMS 8.9 – Position Request Form – ePRF

Select the position to be updated from Position Result.

Position Result				
Position Number	Department	Job Code	Job Title	Incumbents
00011542	H0098	D4F6	Secretary 1	
00104081	H0098	D4F6	Secretary 1	
00109103	H0098	D4F6	Secretary 1	<Vacant>
00109638	H0098	D4F6	Secretary 1	<Vacant>

Click Here

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: 67186

Effective Date:

[Position Data](#)

Position Number: 00109103

Present Job Code/Title: D4F6 Secretary 1

Incumbent(s): <Vacant>

Department Information

Department: Dean, Law

Business Unit: HR730 U of H Main

Location Code: 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

Department Code

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:

- 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: Secretary 2 Salary Plan: UHN Salary Grade: 106 Annual Salary:

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 | – 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 |
| No Change (default) | – No change to job classification is requested |

Position Change Reason

Action: Position Change

*Reason:

Position Change Reason

Select Job Re-Classification for the Reason.

Standard Hours/FTE

*Standard Hours: 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.

PeopleSoft HRMS 8.9 – Position Request Form – ePRF

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 **eForm ID:** 67186
Position Number: 00109103
Proposed Job Code/Title: D4F5 Secretary 2
Incumbent(s): <Vacant>

Budget Information

'Speedtype(s)	Combination Code(s)	'Distrb %(s)	Funding End Date
00730-10882	 2063-H0098-E0273-NA	100.000	<input type="text"/>   

Distribution % Total: 100.000

Click Next

<< Previous Next >>

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
- Distrb % – 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 can not 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.

PeopleSoft HRMS 8.9 – Position Request Form – ePRF

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: 00109103

Proposed Job Code/Title: D4F5 Secretary 2

Incumbent(s): <Vacant>

Action(s) & Reason(s)

Action	Reason
1 Position Change	Job Re-Classification
2 Budget Change	

Attachments

Description [Add New Document](#)

View	Description	File size	Author	Created Date/Time
1 View				09/28/09 1:25:09PM -

Attachments

Attach documentation as needed.

Regular Position

- | | |
|--------------------------|---|
| Use Existing Job Code | – Memo of Justification optional |
| Update Existing Job Code | – Proposed or Revised Job Description
Memo of Justification
Job Analysis Questionnaire (JAQ) optional |
| Create New Job Code | – Proposed or Revised Job Description
Job Analysis Questionnaire (JAQ)
Memo of Justification |
| No Change | – Attachments optional |

Temporary Position

- Attachments optional

Faculty Position

- 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

Click Here

Enter comments to provide additional information as needed.

Click “Submit.”

Submit this form? (24642,112)

The form will be directed to the next approver, if any.

Yes No

Click Here

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)

ORACLE

Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) |

Electronic Forms (eForms) Home Page

- [My Worklist](#)
Work the items that have been routed to you.
- [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 recently 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.

Click here

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.

[Personnel Action Request \(ePAR\)](#)



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.

[Position Request \(ePRF\)](#)

Click here



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 Cougar1 Card.

[Person of Interest \(ePOI\)](#)



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](#)

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.

Search Fields

- Create a New Position
- Update an Existing Position
- Inactivate an Existing Position

Click here

Existing Position Search

Position Number:	<input type="text"/>
Department:	<input type="text" value="H0098"/>
Job Code:	<input type="text" value="D4F6"/>
Job Title:	<input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/>	

Click Here

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

PeopleSoft HRMS 8.9 – Position Request Form – ePRF

Select the position to be inactivated from Position Result.

Position Result				
Position Number	Department	Job Code	Job Title	Incumbents
00011542	H0098	D4F6	Secretary 1	
00104081	H0098	D4F6	Secretary 1	
00109103	H0098	D4F6	Secretary 1	<Vacant>
00109638	H0098	D4F6	Secretary 1	<Vacant>


Click Here

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 **eForm ID:** 64481
Effective Date: 09/01/2009  [Position Data](#)
Position Number: 00109638
Present Job Code/Title: D4F6 Secretary 1
Incumbent(s): <Vacant>

Department Information

Department: H0098 Dean, Law
Business Unit: HR730 U of H Main
Location Code: H8060 University of Law of Center
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."

PeopleSoft HRMS 8.9 – Position Request Form – ePRF

Job Classification Information

Reg/Temp: Regular
Empl Class: Support Staff

Current:

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

Standard Hours/FTE

Standard Hours: 40.00 FTE: 1.00

<< Search Next >>

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: 00109638

Proposed Job Code/Title:

Incumbent(s): <Vacant>

Budget Information

*Speedtype(s)	Combination Code(s)	*Distrb %(s)	Funding End Date

Distribution % Total:

Click Next

<< Previous Next >>

Budget Information

Budget Information will populate from department budget table. No entry is required. Click "Next."

PeopleSoft HRMS 8.9 – Position Request Form – ePRF

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)

Action	Reason
1 Position Change	Position Inactivated

Attachments

Description

View	Description	File size	Author	Created Date/Time
1 <input type="button" value="View"/>				09/28/09 2:26:44PM <input type="button" value="[-"/>

No attachments necessary.

Comments

Your Comment:

Comment History:

Click Here

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.

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.

ORACLE

Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#)

Electronic Forms (eForms) Home Page

My Worklist
Work the items that have been routed to you.

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 recently 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.

Click here

PeopleSoft HRMS 8.9 – Position Request Form – ePRF

View an electronic Form (eForm)



Personnel Action Request (ePAR)

Use this link to view an ePAR request.
[Personnel Action Request \(ePAR\)](#)



Position Request (ePRF)

Use this link to view an ePRF request.
[Position Request \(ePRF\)](#)

Click here



Person of Interest (ePOI)

Use this link to view an ePOI request.
[Person of Interest \(ePOI\)](#)



Employment Eligibility Verification (eI-9)

Use this link to view an eI-9 request.
[Employment Eligibility Verification \(eI-9\)](#)



Reallocation/Suspense (eRAF)

Use this link to view an eRAF request.
[Reallocation/Suspense \(eRAF\)](#)

[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

eForm ID:	begins with	<input type="text"/>
Workflow Form Type:	begins with	PRF
Workflow Form Status:	=	<input type="text"/>
Requested Action:	=	<input type="text"/>
Position Number:	begins with	<input type="text"/>
Department:	begins with	<input type="text"/>
Original Operator:	begins with	<input type="text"/>
Original Date:	=	<input type="text"/> 31
Last Operator:	begins with	<input type="text"/>
Last Date:	=	<input type="text"/> 31

Case Sensitive

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.

PeopleSoft HRMS 8.9 – Position Request Form – ePRF

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 Data](#)

Position Number: 01010105

Incumbent(s): <Vacant>

New Position Information

Effective Date: 09/01/2009 **eForm ID:** 67185

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

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

Approved:

Job Code/Title: D4H4 Coord, Office **Salary Plan:** UHN **Salary Grade:** 106

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

Speedtype(s)	Combination Code(s)	Distrb %(s)	Funding End Dt
00730-12106	2080-H0058-D0767-NA	100.000	

Distribution % Total: 100.000

Action(s) & Reason(s)

Action	Reason
1 Position Change	New Position
2 Budget Change	

PeopleSoft HRMS 8.9 – Position Request Form – ePRF

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)

ORACLE

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page | hctc

Electronic Forms (eForms) Home Page

- My Worklist**
Work the items that have been routed to you.
- 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 recently 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.

Click here

PeopleSoft HRMS 8.9 – Position Request Form – 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 \(ePRF\)](#)

Click here



Person of Interest (ePOI)

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



Employment Eligibility Verification (eI-9)

Use this link to fill out Section 3 of an existing I-9 Form for reverification of work authorization.
[Employment Eligibility Verification \(eI-9\)](#)



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.

Find an Existing Value

eForm ID:	begins with	<input type="text"/>
Workflow Form Type:	begins with	<input type="text" value="PRF"/>
Workflow Form Status:	=	<input type="text"/>
Requested Action:	=	<input type="text"/>
Position Number:	begins with	<input type="text"/>
Department:	begins with	<input type="text"/>
Original Operator:	begins with	<input type="text"/>
Original Date:	=	<input type="text"/> 31
Last Operator:	begins with	<input type="text"/>
Last Date:	=	<input type="text"/> 31

Case Sensitive

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 initiator or any approver in the workflow can update an ePRF and submit it to the next approver.

PeopleSoft HRMS 8.9 – Position Request Form – ePRF

FTE and Standard Hours Chart

Std Hrs	FTE
1.20	0.03
1.60	0.04
2.00	0.05
2.40	0.06
2.80	0.07
3.20	0.08
3.60	0.09
4.00	0.10
4.40	0.11
4.80	0.12
5.20	0.13
5.60	0.14
6.00	0.15
6.40	0.16
6.80	0.17
7.20	0.18
7.60	0.19
8.00	0.20
8.40	0.21
8.80	0.22
9.20	0.23
9.60	0.24
10.00	0.25
10.40	0.26
10.80	0.27
11.20	0.28
11.60	0.29
12.00	0.30
12.40	0.31
12.80	0.32
13.20	0.33
13.60	0.34
14.00	0.35

Std Hrs	FTE
14.40	0.36
14.80	0.37
15.20	0.38
15.60	0.39
16.00	0.40
16.40	0.41
16.80	0.42
17.20	0.43
17.60	0.44
18.00	0.45
18.40	0.46
18.80	0.47
19.20	0.48
19.60	0.49
20.00	0.50
20.40	0.51
20.80	0.52
21.20	0.53
21.60	0.54
22.00	0.55
22.40	0.56
22.80	0.57
23.20	0.58
23.60	0.59
24.00	0.60
24.40	0.61
24.80	0.62
25.20	0.63
25.60	0.64
26.00	0.65
26.40	0.66
26.80	0.67
27.20	0.68

Std Hrs	FTE
27.60	0.69
28.00	0.70
28.40	0.71
28.80	0.72
29.20	0.73
29.60	0.74
30.00	0.75
30.40	0.76
30.80	0.77
31.20	0.78
31.60	0.79
32.00	0.80
32.40	0.81
32.80	0.82
33.20	0.83
33.60	0.84
34.00	0.85
34.40	0.86
34.80	0.87
35.20	0.88
35.60	0.89
36.00	0.90
36.40	0.91
36.80	0.92
37.20	0.93
37.60	0.94
38.00	0.95
38.40	0.96
38.80	0.97
39.20	0.98
39.60	0.99
40.00	1.00

PeopleSoft HRMS 8.9 – Position Request Form – ePRF

Faculty Standard Hours Chart

University of Houston
Standard Work Hours per Week for Part-time Faculty

<u>Fall or Spring Semester</u>				
	Semester Credit Hour Value of Courses Taught	Standard Work Hours per Week	Term FTE •	Annualized FTE **
<u>Lecturer (Category 1)</u>	1	2.7	0.07	0.03
	2	5.3	0.13	0.05
	3	8.0	0.20	0.08
	4	10.7	0.27	0.10
	5	13.3	0.33	0.13
	6	16.0	0.40	0.15
	7	18.7	0.47	0.18
	8	21.3	0.53	0.20
	9	24.0	0.60	0.23
	10	26.7	0.67	0.25
	11	29.3	0.73	0.28
	12	32.0	0.80	0.30
<u>Lecturer (Category 0)</u>	1	3.3	0.08	0.03
	2	6.7	0.17	0.06
		10.0	0.25	0.09
	4	13.3	0.33	0.13
	5	16.7	0.42	0.16
		20.0	0.50	0.19
	7	23.3	0.58	0.22
	8	26.7	0.67	0.25
		30.0	0.75	0.28
	10	33.3	0.83	0.31
	11	36.7	0.92	0.34
	12	40.0	1.00	0.38

<u>Summer (three months)</u>				
<u>Regular 9 Month Faculty</u>	1	6.7	0.17	0.04
	2	13.3	0.33	0.08
	3	20.0	0.50	0.13
	4	26.7	0.67	0.17
	5	33.3	0.83	0.21
	6	40.0	1.00	0.25
<u>Lecturer (Category I)</u>	1	2.7	0.07	0.02
	2	5.3	0.13	0.03
	3	8.0	0.20	0.05
	4	10.7	0.27	0.07
	5	13.3	0.33	0.08
	6	16.0	0.40	0.10
<u>Lecturer (Category II)</u>	1	3.3	0.08	0.02
	2	6.7	0.17	0.04
		10.0	0.25	0.06
	4	13.3	0.33	0.08
	5	16.7	0.42	0.10
	6	20.0	0.50	0.13
<u>Summer Research Faculty</u>		40.0	1.00	0.25
		20.0	0.50	0.13

- 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.

12/16/98

rjnc99tfhesid.xls

PeopleSoft HRMS 8.9 – Position Request Form – ePRF

ePRF Action Chart

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

Position Action	Empl Class Regular (Benefits Eligible)	Transaction Choices	Attachments Required	Desired Result
Update an Existing Position	Prof/Admin Staff Support Staff	Use Existing Job Code	Vacant: no attachments Filled: Memo of Justification and/or Job Analysis Questionnaire (JAQ)	Reclassify position to another existing Job Description. Can be a reclassification or a career ladder promotion for incumbent.
		Update Existing Job Code	Revised Job Description Memo of Justification	Reclassify position and change an existing Job Description, such as title, grade and/or duties.
		Create New Job Code	Job Analysis Questionnaire (JAQ) Proposed Job Description Memo of Justification	Reclassify position to a new Job Description.
	Faculty	Use Existing Job Code	Fac – Offer Letter	Reclassify faculty position to another existing Job Code.

PeopleSoft HRMS 8.9 – Position Request Form – ePRF

Position Action	Empl Class	Transaction Choices	Desired Result
Update an Existing Position	Regular (Benefits Eligible): Faculty Prof/Admin Staff Support Staff	No Change	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
			Change Funding on a position. Request is sent directly to the Budget Office.
			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.

Position Action	Empl Class	Desired Result
Create a New Position	Temporary (Non-Benefits Eligible): Faculty Faculty Overload Grad Assistants Hourly Student Workers Monthly Student Workers Prof/Admin Staff Support Staff	A <i>new</i> non-benefit position number. Faculty positions require attachment: Fac – Offer Letter
Update an Existing Position	Temporary (Non-Benefits Eligible): Faculty Faculty Overload Grad Assistants Hourly Student Workers Monthly Student Workers Prof/Admin Staff Support Staff	Change Funding on a position. Request is sent to the Budget Office.
		Non-Benefits FTE changes are made directly on an ePAR not on an ePRF.
		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.
Inactivate an Existing Position	Regular or Temporary	Delete position that will no longer be used. Be sure that no incumbents are in the position on the effective date.