HUMAN RESOURCES MANAGEMENT SYSTEM
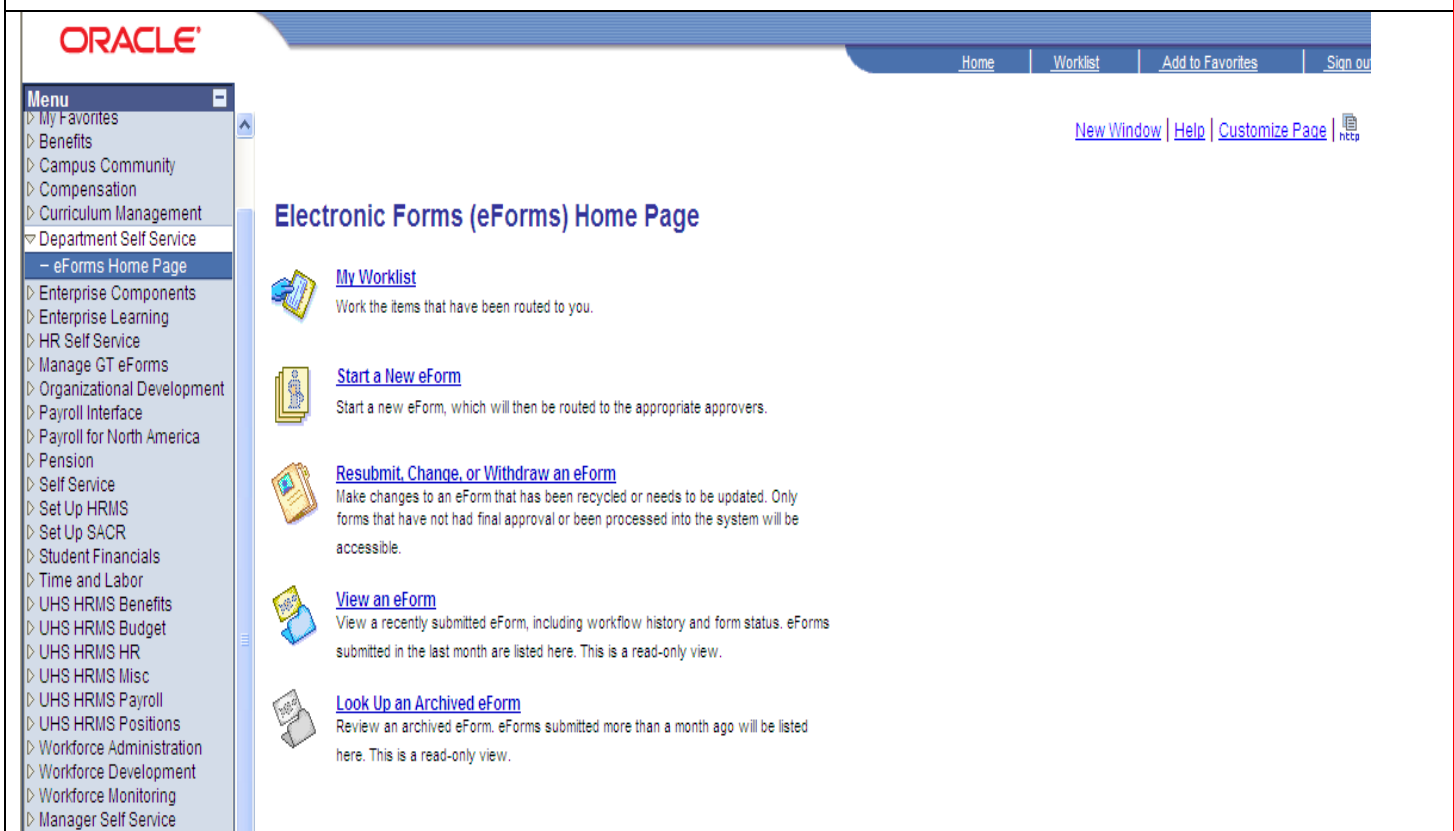
PeopleSoft
Version 8.9
ePRF

University of Houston System
Training/ Reference Guide

Overview

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

eForms Home Page

Use the eForms Home Page to navigate to the "Start a New ePRF Form" Link

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

To select the link

1. Click on "Start a New eForm"

2. Click on the appropriate eForm to initiate

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 Cougar1Card.
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

Create a New Position

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1. Check "Create a New Position."

The Add button will display. Click the Add button to request a new position.

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   Add
☐ Inactivate an Existing Position

> Click Here

2. Enter Effective Date and Department Information:

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

Add Position Request (PRF)

Step 1 of 3: 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: 09/01/2009	Position Data
Position Number: NEW	

Present Job Code/Title:

Incumbent(s):

Department Information

'Department: H0058   Dean, Education

Business Unit: HR730   U of H Main

'Location Code: H5023   Education

Reports To Position:

3. Enter Job Classification Information

> Select:
> > Reg/Temp – Reg (benefits-eligible), Temp (non-benefits-eligible, insurance-eligible)
> > Empl Class
>
> If Reg Position, Select whether to:
> - Use Existing Job Code – Enter Proposed Job Code
> - Update Existing Job Code – Enter Proposed Job Code and make requested changes to Job Title, Salary Plan, and/or Salary Grade
> - Create New Job Code – Enter Proposed Job Title, Salary Plan, and Salary Grade
>
> If Temp Position, Enter Proposed Job Code
> Enter Proposed Annual Salary (If applicable)

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

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4. Enter Standard Hours/FTE

> If Reg Position,
>   Enter Standard Hours; FTE will populate based upon Standard Hours
> If Temp Position
>   Standard Hours will default to 1 and FTE will default to .03, since Standard Hours and FTE are entered on Job Data

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Standard Hours/FTE

*Standard Hours: 40.00   FTE: 1.00

                                       << Search   Next >>   Click Next

5. Enter Budget Information

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

Add Position Request (PRF)

Step 2 of 3: Budget Information

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

Position Information

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

Budget Information

'Speedtype(s)	Combination Code(s)	'Distrb %(s)	Funding End Date			
00730-12106	2080-H0058-D0767-NA	100.000		📅	➕	➖

Distribution % Total: 100.000

Click Next

<< Previous   Next >>

6. Finalize Form

Add Position Request (PRF)

Step 3 of 3: Finalize Form

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

Position Information

Requested Action: 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	[−]

Comments

Your Comment:

Create new Office Coord position for the College of Education

Comment History:

[<< Previous] [Hold] [Submit]

Click Here

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

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

7. View Approved Form

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

View Position Request (PRF)

Step 1 of 2: View Position Request

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

Position Information

Requested Action:	Create a New Position
Position Number:	01010105
Incumbent(s):	<Vacant>

Position Data

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	

Update an Existing Position

1. Check "Update an Existing Position."

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

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

Existing Position Search

Position Number:	
Department:	H0098 🔍
Job Code:	D4F6
Job Title:	

[Search]   [Clear]   [Cancel]

Click Here

2. Select position # from Position Result.

Position Result   Customize | Find | View All | ▦   First ◄ 1-4 of 4 ► Last

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>	

3. Enter Effective Date and Department Information:

> Effective Date (Must be within current fiscal year or within fiscal year available for budget entry)
>
> Department Information will populate from position data. Make requested changes as applicable to:
>
> > Department #
> >
> > Location Code (Will default to Location Code associated with Department; can be overridden)
> >
> > Reports to Position (If applicable)

Add Position Request (PRF)

Step 1 of 3: 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: 09/01/2009 📅	Position Data

Position Number: 00109103

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: H6060 🔍 University of Law of Center

Reports To Position: 🔍

4. Enter Job Classification Information

> If Reg Position, Select:
>> Empl Class
>
> Current Job Classification Information will populate from position data
>
> Select whether to:
>
> - Use Existing Job Code – Enter Proposed Job Code
> - Update Existing Job Code – Enter Proposed Job Code and make requested changes to Job Title, Salary Plan, and/or Salary Grade
> - Create New Job Code – Enter Proposed Job Title, Salary Plan, and Salary Grade
> - No Change (default) – If no change to job classification is requested
>
> Enter Proposed Annual Salary (If applicable)
>
> Select Requested Position Change Reason

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: D4F5 🔍   Secretary 2   Salary Plan: UHN   Salary Grade: 106   Annual Salary: $30,000.00

Position Change Reason

Action: Position Change   *Reason: Job Re-Classification

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5. Enter Standard Hours/FTE

> If Reg Position,
>> Make changes to Standard Hours as applicable; FTE will populate based upon Standard Hours

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Standard Hours/FTE

*Standard Hours: 40.00   FTE: 1.00   Click Next

<< Search   Next >>

6. Enter Budget Information

> Budget Information will populate from the department budget table. Make requested changes as applicable to:
>> Speedtype(s)
>> Distrb %(s) (Must total 100%)
>> Funding End Date (If Grant or Contract)

Add Position Request (PRF)

Step 2 of 3: Budget Information

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

Position Information

Requested Action:	Update 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		📅	➕ ➖

Distribution % Total: 100.000

Click Next

[<< Previous] [Next >>]

7. Finalize Form

Add Position Request (PRF)

Step 3 of 3: Finalize Form

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

Position Information

Requested Action: 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	[−]

Comments

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

Click Here

[<< Previous] [Hold] [Submit]

Comment History:

Submit this form? (24642,112)

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

[Yes] [No]

Click here

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

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

8. View Approved Form

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

View Position Request (PRF)

Step 1 of 2: View Position Request
This page displays the data that was entered on the form and associated comments.

Position Information

Requested Action: Update Existing Position   Position Data

Position Number: 00109103

Incumbent(s): <Vacant>

New Position Information		Current Position Information		
Effective Date: 09/01/2009		**Effective Date:** 03/01/2009	**eForm ID:** 67186	
Department: H0098 Dean, Law		**Department:** H0098 Dean, Law		
Business Unit: HR730 U of H Main		**Business Unit:** HR730 U of H Main		
Location Code: H6060 University of Law of Center		**Location Code:** H6060 University of Law of Center		
Reports To Position:		**Reports To Position:**		
Reg/Temp: Regular		**Reg/Temp:** Regular		
Empl Class: Support Staff		**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: D4F5 Secretary 2   Salary Plan: UHN Salary Grade: 106 Annual Salary: $30,

Approved:
Job Code/Title: D4F5 Secretary 2   Salary Plan: UHN Salary Grade: 106

Hiring Range: From: $26,894.40 To: $33,612.80

Standard Hours: 40.00 FTE: **1.00**   Standard Hours: 40.00 FTE: **0.00**

New Budget Information

Budget Effective Date: 09/30/2009

Speedtype(s)	Combination Code(s)	Distrb %(s)	Funding End Dt
00730-10882	2063-H0098-E0273-NA	100.000	

Current Budget Information

Budget Effective Date:

Speedtype(s)	Combination Code(s)	Distrb %(s)	Funding En

Action(s) & Reason(s)

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

Inactivate an Existing Position

1. Check "Inactivate an Existing Position."

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

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

Existing Position Search

Position Number: [   ]

Department: [H0098] 🔍

Job Code: [D4F6]   Click Here

Job Title: [   ]

[Search]   [Clear]   [Cancel]

2. Select position # from Position Result.

Position Result				Customize | Find | View All |	First ◄ 1-4 of 4 ► Last
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>	

3. Enter Effective Date:

> Effective Date (Must be within current fiscal year or within fiscal year available for budget entry)
> Position Information will populate from position data. No entry is required.

Add Position Request (PRF)

Step 1 of 3: Position Information

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

Position Information

Requested Action: Inactivate 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:	H6060	University of Law of Center
Reports To Position:		

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

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4. Budget Information

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

Add Position Request (PRF)

Step 2 of 3: Budget Information

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

Position Information

Requested Action:	Inactivate Existing Position	**eForm ID:**	64481
Position Number:	00109638		
Proposed Job Code/Title:			
Incumbent(s):	<Vacant>		

Budget Information

*Speedtype(s)	Combination Code(s)	*Distrb %(s)	Funding End Date
			[+] [-]

Distribution % Total:

[<< Previous] [Next >>]

Click Next

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5. Finalize Form

Add Position Request (PRF)

Step 3 of 3: Finalize Form

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

Position Information

Requested Action: Inactivate Existing Position

Position Number: 00109638

Proposed Job Code/Title:

Incumbent(s): <Vacant>

Action(s) & Reason(s)

Action	Reason
1 Position Change	Position Inactivated

Attachments

Description [_____ ▼] [Add New Document]

View	Description	File size	Author	Created Date/Time	
1 [View]				09/28/09 2:26:44PM	[−]

Comments

Your Comment:

Inactivate position

Comment History:

[<< Previous] [Hold] [Submit]

Click Here

Submit this form? (24642,112)

Click Here

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

[Yes] [No]

Update, Evaluate, and View an ePRF:

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

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