Navigation
Main Menu>Manager Self Service>URI Action Forms>Position Data Action Form

Position Data Action Form

On the Position Data Action Form page, you’ll see three options:

1. Abolish Position
2. Change Position
3. Create Position

Choose Change Position from the Position Action: drop-down menu and click the Add button. Your (originator) home department number will automatically fill in. You can change that number to a different department number if you have access based on the PeopleSoft HR security profile. In the examples below, the department number is 2000.
• Select the reason for changing the position; if necessary, you can select multiple reasons. To remove a reason you selected, re-select the reason and it will remove.
• Enter the PeopleSoft position number in the Position Nbr: box or use the lookup feature. The lookup feature displays only those position numbers that the originator is authorized to see based on PeopleSoft HR department security. When you enter or choose a PeopleSoft position number in the lookup feature, all fields will automatically fill in with the most current information for that position number.

On a Change Position action form, you can edit the following six fields only:
1. Department: home department of the position.
2. Classified/Unclassified Indc: must match what is listed in the Job Code information line below it. It is editable by HR only.
3. Limited Position: if checked, the Begin and End Date will come from the Accounts to be Charged section and will serve as the End Date for the position.
4. Job Code: for title changes only.
5. Acad Cal: academic calendar.
6. Hrs./Wk: required work hours per week for the position.

Once all the required information has been entered, the following actions can be done:
• Submit sends the form to the first approver on the workflow list and begins the approval process.
• Save allows you to save the form without submitting it.
• Print lets you print the form as it currently appears on your screen.
• Attach enables you to attach a document to the form.
• Cancel cancels the form without saving anything.
Form Approval Workflow and Tracking

After the form has been submitted by the department originator, it can be tracked through the system. To do this, follow these steps:

- Navigation >Main Menu>Manager Self Service>URI Action Forms>Position Data Action Form
- Under Find an Existing Value, enter either the type of form in the Form Identification: box or just click the Search button. All available forms based on your access will appear.

Click on the form from the list that comes up:

At the bottom of the form, under Approvals, you will find the date/time and names of those who have approved this form.
To see where the form is currently awaiting approval, click on the **Workflow Map**

The Workflow Map shows in which office the form is located and the status of the form. The department/office information is displayed in the **Department** and **Description2** columns. On the right under **State**, all approval actions for this form are displayed, as well as the date and time the action was completed. The approval workflow map will vary based on the position’s home department and the type(s) of accounts to be charged.

**Status Descriptions:**

**DONE:** The form has been approved by this person and has proceeded to the next approver.

**SKIP:** Signifies an approver for the department has already approved the form, thereby skipping this approver.

**CURR:** This is the office in which the form is currently awaiting approval.

**WAIT:** The form has not yet reached the offices where this status appears.