



ePUR: Electronic Position Update/Request Quick Guide

Purpose: ePUR should be used for changing attributes of a vacant position, inactivating a position, or creating a new position. **This form is only for vacant positions.**

Location: Gemini for Departments > Personnel Info/Actions > ePUR – Position Update/Request

Request Type	Form Uses	Additional HR Documents Required
New Position Request	Create New Position	Org Chart and Job Description(PDQ if new job code)
Position Update	Inactivate Position	n/a
Position Update	Reclassification	Org Chart and Job Description
Position Update	Replacement	n/a

New Position Form: Fill out the form and provide attributes for the new position that is being requested. Save the form, add attachments for the job description and organization chart and submit to workflow. Once the form has been approved by the Budget Office, a new position number will be created and a confirmation email will be sent out to the submitter. Pre-encumbrances for A&P and classified positions will process overnight and will show up on the cost center the next day.

ePUR - Position Update/Request

Request Type: Status: Request Dt: Request ID:

Justification:

Effective Date:

Position Nbr:

Proposed Position

Job Code: Financial Analyst If a job code is unavailable, please contact HR at compensation@utdallas.edu.

Reports To: Amber Andrews

Location:

Std Hrs/Wk:

FTE:

Full/Part:

FLSA Status:

Department: Budget

Budgeted Salary: [Pay Ranges](#)

The amount in this field is for budgeting and pre-encumbrance purposes only. Approval of this form by HR is not an approval of this salary for job offer purposes.

Proposed Funding

Start Date: End Date:

Cost Center Info

Cost Center	Cost Center Description	Percent	Total Amt	Benefit Estimate	Fund Code	Fund Description	Function	Function Description	Dept ID	Department		
<input type="text" value="43149001"/>	Budget Aux Assess Operating	100.000	53,166.66	20,397.00	4910	Auxiliary Assessment	005	Auxiliary - Enterpri	403100	Budget	<input type="text" value="+"/>	<input type="text" value="-"/>

Position Update Form: A termination ePAR must be completed before using this form so the position is vacant. Enter the date and vacant position number to pre-populate the form with the current position information. Update the vacant position attributes on the proposed sections of the form with any changes. Save the form, add attachments, and submit to workflow. Once the form has been approved by the Budget Office, the attribute changes will be updated in the

system and a confirmation email will be sent out to the submitter. Changes to the pre-encumbered salary will process overnight and will show up on the cost center the next day.

ePUR - Position Update/Request

Request Type

Position Update

Status

Saved

Request Dt

Request ID

00003302

Justification

Changing salary and reclassifying financial analyst position

Effective Date

10/01/2023

☐ Inactivate

Position Nbr

00010565

Prior Incumbent

Empl ID	Record	Name
	1	

Position Details

Current

Job Code	C09120	Financial Analyst
Reports To	00012470	Eva Burnett
Location	MP 3.108	
Std Hrs/Wk	40.00	
FTE	1.000	
Full/Part	Full-Time	
FLSA Status	Exempt	
Department	403100	Budget
Budgeted Salary	62,710.00	

Proposed

Job Code	C09119	Sr Financial Analyst
Reports To	00012470	Eva Burnett
Location	MP 3.108	
Std Hrs/Wk	40.00	
FTE	1.000	
Full/Part	Full-Time	
FLSA Status	Exempt	
Department	403100	Budget
Budgeted Salary	76,000.00	Pay Ranges

If a job code is unavailable, please contact HR at compensation@utdallas.edu.

Current Funding

Start Date

09/01/2023

End Date

08/31/2024

Cost Center Info

Project Info

IP

Cost Center	Cost Center Description	Percent	Total Amt	Benefit Estimate	Fund Code	Fund Description	Function	Function Description	Dept ID	Department
43149001	Budget Aux Assess Operating	100.000	62,710.00	22,890.00	4910	Auxiliary Assessment	005	Auxiliary - Enterpri	403100	Budget

Proposed Funding

Start Date

10/01/2023

End Date

08/31/2024

Cost Center Info

Project Info

IP

Cost Center	Cost Center Description	Percent	Total Amt	Benefit Estimate	Fund Code	Fund Description	Function	Function Description	Dept ID	Department
43149001	Budget Aux Assess Operating	100.000	69,666.66	23,975.00	4910	Auxiliary Assessment	005	Auxiliary - Enterpri	403100	Budget

Helpful Tips:

- A description is required in the justification box.
- To search for a position number, click on the magnifying glass by the 'Position Nbr' field and it will pull up all vacant positions as of the effective date provided.
- To search for a manager, click on the magnifying glass by the 'Reports To' blank and type in their name.
- The 'Budgeted Salary' amount will only allow salaries within the HR approved pay ranges. When you click on the 'Pay Ranges' link, it will take you to the HR website to view these pay ranges.
- Additional attachments can be added by other approvers after the ePUR has been submitted.
- The ePUR workflow will route to the department fiscal officer, the funding fiscal officer, HR and Budget. If needed the ePUR will also route to OPM and Provost.
- If an approver needs to be added to the workflow, an approver can manually add someone into the workflow after the ePUR is submitted by clicking the plus button.

- Emails will be sent to the next approver in the workflow. Once a New Position or Position Update ePUR is completed, the completion email will be sent to the submitter with the new position number (if applicable).
- To update the ePUR workflow, submit an eDept form under the Forms tile.