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

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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.

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.

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.