

POSITION REQUEST FORM

PeopleSoft HRMS 8 Navigation

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1. Click on **Add a New Value** to create a new **Position Request**.
2. Click on the **Add** button. **Do not type anything in the PRF ID box.**
3. Enter all fields for new positions.
4. Current information will populate from existing Position Number.
5. Enter proposed fields and remarks as necessary.
6. Click the **Save** button in the bottom left corner.
7. Click on the **Budget and Funding Info** tab to go to the **Budget and Signature** sections.
8. Enter all fields for new positions; enter fields that are changing for updates.
9. Enter Empl Ids for all people that are required to approve the PAR in the order that approval is to be obtained.
10. Click the **Save** button in the bottom left corner.
11. Click the link PRINT THE PRF FORM to print the form.

Always add a new value to create a new Position Request. The lookups are for previously created Position Requests, not for existing Positions.