

Student Employment Office (MC 335)  
2100 Student Services Building  
1200 West Harrison Street  
Chicago, Illinois 60607

## New Student Employee Position Number Creation

\*\*Position number will be created within 3 business days from received date. At that time, please check NBAPOSN or HRFE for the position number.\*\*

Department \_\_\_\_\_

Student Employee Title \_\_\_\_\_

Group *(Please circle one)*                      I            II            III            IV            V

Indicate the default FOAPAL for all future positions.

COA *(Please circle one)*                      2 (Chicago)            or            9 (UA) \_\_\_\_\_

Fund \_\_\_\_\_

Organization \_\_\_\_\_

Account *(Please circle one)*                      218100            or            215100  
Federal Work Study                      Regular Student Employment \_\_\_\_\_

Program \_\_\_\_\_

Requestor *(Please Print Legibly)* \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Email \_\_\_\_\_

Telephone \_\_\_\_\_

Job Begin Date \_\_\_\_\_

*Student Employment Use Only*

Position Number Assigned	_____
Position Class	_____
Processed by	_____