THE UNIVERSITY OF ILLINOIS AT CHICAGO

New Student Employee Position Number Creation

Position number will be created within 3 business days from received date. At that time, please check Banner (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 Federal Work Study or 215100 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	

Student Employment Office
1200 W. Harrison St., 2100 SSB (MC 335)
Chicago, IL 60607

Phone (312) 996-3130
Fax (312) 413-7944
E-mail studentjobs@uic.edu
Web studentemployment.uic.edu