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 or 215100

Program

Federal Work Study Regular Student Employment

Requestor (Please Print Legibly)

Authorized Signature

Email

Telephone

Job Begin Date

Student Employment Use Only

Position Number Assigned

Position Class

Processed by