

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 Emp	
Program				
Requestor (Please Print Legibly)				
Authorized Signature				
Email				
Telephone				
Job Begin Date				
	Student Employment Use Only			
	Position Number Assigned Position Class			
	Processed by	-		