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
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	