Create New Position Number

DEPARTMENT:

REQUESTED CLASSIFICATION:

REQUESTED JOB CODE:

EFFECTIVE DATE:

WORKING TITLE:

ORG UNIT:

SUPERVISOR Position #/Name:

LOCATION:

RETIREMENT CODE:

SALARY CLASS:

PAY PLAN:

PAY GRADE:

Civil Service: Yes   No

Vets Preference: Yes   No

Background Investigation: Yes   No

Abuse/Neglect Screening: Yes   No

Reason for New Position:

List of Duties:

PA02 Contact Fiscal to update Activity or if directed update it.

HRS make sure the User Level and Activity are updated.

Steps to be done once a Resource is hired
HR11 Fill Defaults by HRS:
USER LEVEL:
ACTIVITY:
EEO FUNCTION GROUP:
EE04 Exclude: Should always be N