

Create a New Position Form

Department		Org Unit	
Requested Classification Title		Requested Job Code Number	
Working Title		Location	
Direct Manager Position Number		Direct Manager Name	
Will this position be managerial?		Retirement Code	
Effective Date		Number of Positions Requested	
FTE	Salary Class	Pay Plan	Pay Grade
Civil Service	Vets Preference	Background Investigation	Abuse/Neglect Screening
Reason for Request			

List of Duties – if exempt from Civil Service, please summarize the primary duties here and provide a complete job description.

✓ 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