



<i>For HR use only</i>	
ECLASS _____	Position No. _____
Salary Grade _____	FLSA Status _____

Position Management
(To add or establish a new position only)

I. GENERAL INFORMATION

Division _____ Department _____
 Contact Person _____ Extension _____

II. POSITION INFORMATION

Title of Position _____ Effective Date _____
 Position Status: Part Time Full Time Temporary Regular
 Number of Hours Per Week _____

III. JUSTIFICATION

IV. PROPOSED FUNDING

Account Number	Account Name	Budget Amount	Proposed Start Date

Total Budget Amount _____

V. APPROVALS

Department Heads Date Director of Human Resources Date

Vice President Business & Finance Date President Date