

New Position Request Form

Contact Information

Requester: [Click here to enter Name.](#)
Title: [Click here to enter Title.](#)
Phone Number: [Click here to enter Phone Number.](#)
E-Mail: [Click here to enter E-mail.](#)
Date Requested: [Click here to enter a date.](#)

Position Information

Staff Position Title: [Choose an item.](#)
Faculty Rank Title: [Choose title for **Faculty** only.](#)

Is the purpose of this request to refill or reclassify a position as a result of a VERP vacancy?
[Choose an item.](#) If yes, please explain. [Click here to enter text.](#)

If Express Classified, name and Banner ID of one other incumbent (or if vacant, previous incumbent) in same position title within your department: [Click here to enter text.](#)

Position type: Single Pooled

Position status: Full-time Part-time Temporary Student

Time Reporting Method: Web Time clock Departmental

Position requires an EPAF: Yes No

UMG Faculty position: Yes No

Timekeeping Location: [Enter Dept. #.](#)

Organization: [Enter Dept. #.](#) Position Reports to: [Enter position #](#)

Position Budget: [Enter budget.](#)

Fund	Account	Organization	Percent

Completed by HR Compensation:

PAB #: _____ (For new staff positions only)
Position Number: _____
Salary Grade: _____
Exempt/Non-Exempt: _____
Employee Class: _____
Position Class Code: _____
Salary Table: _____
Extra Notes: _____

Position Labor Distribution