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Request for New Position Number

This form should be used to request creation of new pooled position numbers for students, graduate assistants, wage agreements, adjuncts, or temporary classifieds. Position numbers for benefits-eligible positions will be created with the submission of a Permission to Recruit or Fast Track.

Requester Contact Information

Department	Name	Phone Number	Email Address

Position Information

Position Type	Reason for New Position
<input type="checkbox"/> Student Hourly <input type="checkbox"/> Graduate Assistant <input type="checkbox"/> Hourly Wage Pool <input type="checkbox"/> Salary Wage Pool <input type="checkbox"/> Adjunct Salary Pool <input type="checkbox"/> Temporary Classified	

Home Dept Org #	Default Index	Position Effective Date

Primary Approver

Individual with primary fiscal responsibility for authorizing payroll expense transactions on these position numbers or organization code(s). i.e. Department Chair, Department Manager, Program Manager.

Proxies already assigned to the primary approver will apply to this position; if proxies are changing please complete a Web Time Entry Approver Authorization Form available on the HR website.

Name			
PSU ID Number		Position Number	
Banner Login ID		PSU Email Address	
Department Name		Phone Number	
Primary Approver's Signature			

Approval Signature

I authorize and/or authenticate that the employee listed above as Primary Approver holds, or has been delegated, fiscal authority for the verification of time and effort reporting and the authorization of payroll expense transactions.

Department Head/Director/Chair Signature		Date	
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HR Use Only	
Position Number: _____	Position Title: _____
Position Number: _____	Position Title: _____
Position Number: _____	Position Title: _____
Scan and email to: <input type="checkbox"/> Budget <input type="checkbox"/> Department Requester <input type="checkbox"/> HRIS (if student)	Payroll Entry _____