

Position Management Request

Requisition Number:

Addition to Existing Complement?

Number of Positions Needed:

Effective Date:

☒ New Position

☐ Update Existing Position

Regular/Temporary:

Regular Shift:

Full/Part Time:

Union Code:

Position Title:

Department Number:

Location:

Reports To Position Number:

Salary Admin Plan:

Grade:

Hours per Week:

FLSA:

Above FLSA minimum?

