Position Management Request

	Requisition Number:	
	Addition to Exisitng Complement?	Select Option
	Number of Positions Needed:	1
	Effective Date:	
	New Position	
	O Update Existing Position	1
Regular/Temporary: Select Option	Full/Part Time:	Select Option
Regular Shift: Not Applicable		Select Option
Position Title:		
Department Number:		
Location: Select Option		
Reports To Position Number:		
	-	
Salary Admin Plan: Select Option	Grade:	
	7	
Hours per Week:		
FLSA:	-	
	_	
Above FLSA minimum? Select	7	

