Position Number Request Form

Instructions: A department requesting to create a new position number or change an existing position number must complete this form and click "Submit" to return the information to Human Resources by e-mail. The department will be notified by e-mail regarding the assignment of the Position Number within two business days on average. The newly assigned position number should be included on any subsequent related PAFs and when/if the person in this position number is replaced.

Note: With the implementation of Time & Labor, the use of Position Numbers has become a critical element of the employment process and important in ensuring that faculty and staff are A) entered into payroll and B) paid in a timely manner. A Position Number is a number assigned to a job instance - it stays with the position to which it was originally assigned. The number is not related to the person in that position - it is not an Employment ID, a Job Code, or a Job ID. Position Numbers will be necessary for all employees hired or rehired into different positions (including concurrent appointments).

Choose whether you would like to change the existing position number or create a new position number.

- Create New Position Number
- Change Existing Position Number