Clear Form Print

Peoplesoft Position Number Request

○ New Request ○ Update _____
PS #

Requestor: _____ Department: _____

Extension: _____

All sections below must be completed by department:

Job code: _____ Grade: _____ Reporting Unit: _____ Department Id: _____

Reports to: _____ (*MPP Supervisor*)

Chartfield: _____ _____ _____ _____
Account Fund Dept. Id Program

To be completed by HRM:

New position number: _____

Position number already established: _____

Routing:

Business Financial Services

Department: _____

Division Fiscal Officer: _____