

### Create a Position

#### Description

##### Position Information

Effective Date:  mm/dd/yyyy

##### Job Information

Business Unit:

Job Code:  Full/Part Time:  (For health insurance premium determination.)

Title Description:

Empl Class:  Continuity:  Duration:  to

Pay Basis:  mm/dd/yyyy mm/dd/yyyy

##### Work Location

Department:

Location:

##### Salary Plan Information

Standard Hours:  00.00

FLSA Status:

#### Specific Information

Max Head Count:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: mm/dd/yyyy

\_\_\_\_\_  
\_\_\_\_\_

#### For Office Use Only

Position Number Created: \_\_\_\_\_

Processed By: \_\_\_\_\_ Date: \_\_\_\_\_