



Position Number Request Form

Note: All other positions need to be processed using a Hiring Approval Form which is available at <http://www.gvsu.edu/hro/>

Request a New Position Number:

Indicate type of position number needed:

- | | | |
|--|---|---|
| <input type="checkbox"/> Student | <input type="checkbox"/> Grad Assistant (S&W) | <input type="checkbox"/> Temporary AP (no benefits/non-teaching) (66#) |
| <input type="checkbox"/> Temporary Clerical/Office (61#) | <input type="checkbox"/> Temporary Hourly/Technician/, Engineer (64#) | <input type="checkbox"/> One-time Pays (66#) |
| <input type="checkbox"/> Temporary Maintenance/Custodian (68#) | <input type="checkbox"/> Maintenance Full Time (68#) | <input type="checkbox"/> Adjunct Overload Faculty Tenure (671#) |
| <input type="checkbox"/> Temporary Public Safety (68#) | <input type="checkbox"/> Temporary Public Safety (68#) | <input type="checkbox"/> Adjunct Overload Faculty Tenure Track (673#) Adjunct |
| | | <input type="checkbox"/> Overload Faculty Non-Tenure Track (675#) |
| | | <input type="checkbox"/> Sr. Adjunct Overload Faculty Non-Tenure Track (678#) |

Position Title:

FOAP to charge:

FOAP Name: <input type="text"/>				
FUND	ORG	ACCOUNT	PROGRAM	%
		Not Needed		
		Not Needed		

Request to Close a Position Number:

Position Number(s) to be closed (please list FOP that position number is currently charged on):

POSITION #	FUND	ORG	PROGRAM

Request to Change FOAP on an Existing Position Number:

Position #:

	FUND	ORG	PROGRAM	%
Current FOAP:				
New FOAP:				
Add'l FOAP (if split)				
Effective Date:				
Active Assignments	Employee G Number	Name		

Requested By:

Name:	<input type="text"/>
Department:	<input type="text"/>
Phone Number:	<input type="text"/>

**Please send completed form to University Budgets for processing.
(Form may be emailed to gentons@gvsu.edu)**

For University Budgets Use Only				
Position #:		Account #:		SOC Code:
Date:		Position Class:		Activity Code: