Student Assistant
New Position Request
(Incomplete submissions will be returned. BP&A requests are processed in order of receipt. Please allow up to 5 business days.)

Type of Request: ☐ Create ☐ Update PSN #_____

Date of Request: _____

Requestor: _____ **Extension:** _____ **Division:** _____

Dept ID & Dept Name: _____ **RU:** _____

Effective Date of Position: _____

☐ Check the box to affirm that Tableau has been checked to confirm a position number with the same job code cannot be repurposed.

Position Information

	Account	Fund	Dept. ID	Program	Class
"Regular" S/A CFS	_____		_____	_____	_____
Work Study CFS 75% Federal	_____	TD001	_____	_____	_____
Work Study CFS 25% Division					
(Chartfield String)	_____	_____	_____	_____	_____

Type of Position

☐ Student – Non-Citizen Status (1868)
☐ Student Assistant (1860)
☐ On-Campus Work Study (1861)
☐ Off-Campus Work Study (1872)
☐ Bridge Student Assistant (1874)
☐ Bridge On-Campus Work Study (1875)
☐ Bridge Off-Campus Work Study (1876)

☐ Instructional Student Assistant (1150)
☐ Instructional Student Assistant W/S (1151)
☐ Instructional Student Assistant Off Campus (1152)
☐ Instructional Student Assistant Off Campus Work Study (1153)

Report To

REQUIRED FIELDS - Please check with your applicable Division/AVP/Dept budget analyst/contact for this information if it is not known.

Report to PSN # _____   Report To Title: _____

Special Instructions/Reason (e.g. New Funding Source, Split-Funding, etc.):

_____

Instructions:

1. Please review the active position numbers in the HR Student Assistant Position Listing Tableau Dashboard: determine if non-primary source funded positions can be repurposed. e.g. the position has not been used in more than two fiscal years or that there is no funding to support the position.
2. Submit the request to budget@cpp.edu for processing.
3. Once the position number has been created or updated, a copy of the form will be returned to the requestor.

Note: The student hire card requires a position number for all students.

BUDGET USE ONLY

PSN# _____ Job Code _____		PSN# _____ Job Code _____		PSN# _____ Job Code _____	
PSN# _____ Job Code _____		PSN# _____ Job Code _____		PSN# _____ Job Code _____	
PSN# _____ Job Code _____		PSN# _____ Job Code _____		PSN# _____ Job Code _____	
PSN# _____ Job Code _____		PSN# _____ Job Code _____		PSN# _____ Job Code _____	

F-3813
Revised
01/2023