

# 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

“Regular” S/A CFS

Work Study CFS 75% Federal

Work Study CFS 25% Division

(Chartfield String)

	TD001		
Account	Fund	Dept. ID	Class

## Type of Position

- |   |   |
|---|---|
| <input type="checkbox"/> Student - Non-Citizen Status (1868)<br><input type="checkbox"/> Student Assistant (1860)<br><input type="checkbox"/> On-Campus Work Study (1861)<br><input type="checkbox"/> Off-Campus Work Study (1872)<br><input type="checkbox"/> Bridge Student Assistant (1874)<br><input type="checkbox"/> Bridge On-Campus Work Study (1875)<br><input type="checkbox"/> Bridge Off-Campus Work Study (1876) | <input type="checkbox"/> Instructional Student Assistant (1150)<br><input type="checkbox"/> Instructional Student Assistant W/S (1151)<br><input type="checkbox"/> Instructional Student Assistant Off Campus (1152)<br><input type="checkbox"/> 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:**

- 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.
- Submit the request to via [Budget Planning & Analysis Smartsheets](#) for processing.
- 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 _____