

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 85% Federal

Work Study CFS 15% Division

(Chartfield String)

Account

Fund

Dept. ID

Class

TD001

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 via [Budget Planning & Analysis Smartsheets](#) 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 _____