



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	_____	TD001	_____	_____	_____
LAEP W/S CFS (Chartfield String)	_____	TH006	_____	_____	_____
	Account	Fund	Dept. ID	Program	Class

Type of Position

- | | |
|--|---|
| <input type="checkbox"/> Student - Non-Citizen Status (1868) | <input type="checkbox"/> Instructional Student Assistant (1150) |
| <input type="checkbox"/> Student Assistant (1870) | <input type="checkbox"/> Instructional Student Assistant W/S (1151) |
| <input type="checkbox"/> On-Campus Work Study (1871) | <input type="checkbox"/> Instructional Student Assistant Off Campus (1152) |
| <input type="checkbox"/> Off-Campus Work Study (1872) | <input type="checkbox"/> Instructional Student Assistant Off Campus Work Study (1153) |
| <input type="checkbox"/> Bridge Student Assistant (1874) | <input type="checkbox"/> Student Trainee, LAEP On-Campus Work Study (1880) |
| <input type="checkbox"/> Bridge On-Campus Work Study (1875) | <input type="checkbox"/> Student Trainee, LAEP Off-Campus Work Study (1881) |
| <input type="checkbox"/> Bridge Off-Campus Work Study (1876) | <input type="checkbox"/> Bridge Student Trainee, LAEP On-Campus Work Study (1882) |
| | <input type="checkbox"/> Bridge Student Trainee, LAEP Off-Campus Work Study (1883) |

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 _____