

# Peoplesoft Position Number Request

New Request

Update

PS #

Requestor: \_\_\_\_\_ Department: \_\_\_\_\_

Extension:

All sections below must be completed by department:

Job code: \_\_\_\_\_ Grade: \_\_\_\_\_ Reporting Unit: \_\_\_\_\_ Department Id: \_\_\_\_\_

Reports to: \_\_\_\_\_ (MPP Supervisor)

Chartfield: Account Fund Dept. Id Program

To be completed by HRM:

New position number:

Position number already established:

Routing:

Business Financial Services

Department: \_\_\_\_\_

Division Fiscal Officer: \_\_\_\_\_