



College of Agriculture,
Food and Environment
Business Center

SAP Position Number Creation Request Form

If your request is for a regular graded position, then please access the [Staff Position Action Request Form](#)

Today's Date:

Requested by:

Effective Date:

Supervisor's Name:

Supervisor's Position Number:

Organizational Unit #:

Check the appropriate job title:

Student/Non-Work Study	Temporary Office & Clerical	Professor
Graduate Research Assistant	Temporary Service & Maintenance	*Extension Agent
Student Teaching Assistant	Temporary Professional Non-Admin	*Extension Staff Assistant (Extension)
Fellowship	Temporary Professional Admin (Monthly)	*Extension Assistant (Extension)
Visiting Scholar (PhD)	Faculty Summer Supplement	*Extension Custodian (Extension)
Visiting Student	Instructor	*Program Assist (EFNEP & SNAP-ED Only)
Post-Doctoral Scholar	Assistant Professor	*County Manager
Post-Doctoral Fellow	Associate Professor	*Extension Area Director
Temporary Technical		*Extension Regional Director

* Extension positions with a regular personnel subarea will require a complete *Position Description* along with this form.

* Faculty positions require prior approval.

Please provide a brief job description:

The FTE % should be:

The master cost center should be set to:

The 1018 (default cost distribution) should be set to:

Is this position for a post-retiree? Yes No

Will this position have supervisory responsibilities? Yes No

If supervisory, please list the position number(s) of the direct reports:

If applicable, the CNS cost distribution should be set to: