UKAg BUSINESS CENTER

SAP Position Number Creation 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	*Ag Extension Agent
Student Teaching Assistant	Temporary Professional Non-Admin	*Extension Staff Assistant (Extension)
Fellowship Payment (Biweekly)	Temporary Professional Admin (Monthly)	*Extension Assistant (Extension)
Visiting Scholar	Faculty Summer Supplement	*Extension Custodian (Extension)
Post-Doctoral Scholar	Instructor	*Program Assist (EFNEP & SNAP-ED Only)
Post-Doctoral Fellow	Assistant Professor	Other:
Temporary Technical/Paraprofessional (Biweekly)	Associate Professor	

* 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: