



Position Number Request Form

Note: All other positions need to be processed using a Hiring Approval Form which is available at <http://www.gvsu.edu/hro/>

Request a New Position Number:

Indicate type of position number needed:

Student
Temporary Clerical/Office
Temporary Hourly, Technician, Engineer
Temporary Maintenance Part Time
Temporary Maintenance Full Time

Temporary Safety
Temporary AP (no benefits/non-teaching)
Adjunct Overload Faculty Tenure
Adjunct Overload Faculty Tenure Track
Adjunct Overload Faculty Non-Tenure Track

Position Title:

FOAP to charge:

FOAP Name:	<input type="text"/>		
FUND	ORG	ACCOUNT	PROGRAM
		Not needed	

Request to Close a Position Number:

Position Number(s) to be closed (please list FOP that position number is currently charged on):

POSITION #	FUND	ORG	PROGRAM

Request to Change FOAP on an Existing Position Number:

Position #:

	FUND	ORG	PROGRAM	%
Current FOAP:				
New FOAP:				
Add'l FOAP (if split)				
Effective Date:				
Active Assignments	Employee G Number	Name		

Requested By:

Name:	<input type="text"/>
Department:	<input type="text"/>
Phone Number:	<input type="text"/>

**Please send completed form to University Budgets for processing.
(Form may be emailed to klosowsk@gvsu.edu)**

For University Budgets Use Only	
Position #:	<input type="text"/>
Date:	<input type="text"/>