Murray State University Accounting and Financial Service/hc6al Servicg@creas@bsr@@aan(Murraya)###aculty Rank08ap 2

JV# J_____ HR Module _____ FIN Module _____

Use this form to

Copy to Requesting VP Copy to President's Office

1) Create a new Faculty position.

No Job Audits or separate BTRs are required if this form is used.								
Contact Information:								
Prepared By Phone Date Complete all fields except those indicating Budget and Accounting Use. NEW POSITION INFORMATION:								
Position Title (30 character limit)						Department Name		
						Date Position Is Needed		
Remarks								
POSITION FU	NDING INF	ORMATION	N:					
Number Description	Chart 1	Fund	Org	Acct	Prog	Position#		
Number Description	Chart 1	Fund	Org	Acct	Prog	Position#		
Number	Chart 1	Fund	Org	Acct	Prog	Position#	Decrease/Increase	
Description Number Description	Chart 1	Fund	Org	Acct	Prog	Position#	Decrease/Increase	
BUDGET USE C	NLY:							
Deactivated Position Number		New Position	n Number		Position Eclass	Date Created	Initials	
<u>Approvals</u>								
Financial Manager			Date			Vice President		Date
Chair			Date			President, if applicable		Date
Dean			Date			Budget		Date
Copy to HR Copy to Request	ting Departm	ent					Reta	in a copy for your department