

**STUDENT POSITION REQUEST FORM FOR BANNER**

UNIVERSITY ADVISING & CAREER DEVELOPMENT CENTER

Phone: 487-0400

200 McKenny Hall

**Return form to the attention of Karen Damian or Crystal Walrath**

To request that a new position number be created for a new account number, please fill out the following areas completely.

Department \_\_\_\_\_ Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Fund Code \_\_\_\_\_ Org Code \_\_\_\_\_ Program Code \_\_\_\_\_

*Activity and Location Codes are only necessary when a student research position is charged to department funds or internal award funds:*

Activity Code \_\_\_\_\_ Location Code \_\_\_\_\_

Account description \_\_\_\_\_

Is this position for (check as many as applicable)

- RSE (Regular Student Employment)
- RSG (Grant Student Employment)
- CWS (College Work-Study)

Is this position for a new grant account?  Yes  No

If it is a new grant account, what is the effective date and end date?

Effective date \_\_\_\_\_ End date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Department Head

**For Office Use Only:**

Position is for:

RSE \_\_\_\_\_

RSG \_\_\_\_\_

CWS \_\_\_\_\_

Position Number Assignment: \_\_\_\_\_

Completed by: \_\_\_\_\_

Date \_\_\_\_\_

Updated: 5.2020