



UNIVERSITY OF MISSOURI - ST. LOUIS

Faculty Position Number Request Form

Instructions: A department authorized to hire or rehire an academic position must complete this form and return the information to Human Resources **by e-mail**, no later than the first business day of the month in which the position is intended to be filled/begin working. The department will be notified by e-mail regarding the assignment of the *Position Number* within two business days on average. The newly assigned position number should be included on any subsequent related PAFs and when/if the person in this position number is replaced.

Note: With the implementation of Time & Labor, the use of *Position Numbers* has become a critical element of the employment process and important in ensuring that faculty and staff are **A) entered into payroll** and **B) paid in a timely manner**. A *Position Number* is a number assigned to a job instance – it stays with the position to which it was originally assigned. The number is not related to the *person* in that position – it is not an Employment ID, a Job Code, or a Job ID. *Position Numbers* will be necessary for all academic employees hired or rehired into *different* positions (including concurrent appointments) except for those noted below.*

<i>White section completed by Hiring Department</i>	<i>Grey section completed by Human Resources</i>
<p>Job Code:</p> <p>Job Title:</p> <p>Select One: <input type="checkbox"/> Regular (Benefits Eligible) <input type="checkbox"/> Temporary (not Benefit-Eligible)</p> <p>Select One: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time</p> <p>Hours Worked/Week: (Not to exceed 40)</p> <p>PeopleSoft Department Name: (ex: SHUMNRES)</p> <p>Reports to Name (Name of person this position will report to):</p> <p>Reports to Position # (Position # of the person indicated above): (00012345, not an EMPLID, etc.)</p> <p>Additional Notes:</p>	<p>New Position #: (00012345, not an EMPLID, etc.)</p> <p>Effective Date: (First of the month)</p> <p>Date Issued: (Date # actually assigned)</p> <p>Additional Notes:</p> <p>*EXCLUSIONS FROM THIS PROCESS Departments do not need to submit this form for the following:</p> <ul style="list-style-type: none"> • Courtesy/Volunteer Appointments; Temporary, Student and Graduate Titles • 9430 – Tutor • 4660 – Grader • 7660 – Research Fellow • 7065 – Preceptor • 5200 – Intern • 6373 – Mentor <p>When faculty are hired to fill a vacated faculty opening, reuse the <i>Position Number</i> previously assigned to the exiting incumbent, since this is replacing headcount, not creating new headcount.</p>

Department Contact:	Date:	HR Contact:	Date:
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[CLICK HERE TO SEND THIS FORM BY EMAIL **](#)**