

Position Number Request

TYPE OF POSITION

- RA Adjunct 2080 (PT)
 RF Adjunct 2060 (FT Employee?PT Teaching
 TA Adjunct 2083 (PT Course Development)
 ESFR Adjunct 2085 (FT Employee/PT Course Development)
 GA
 Student Employee (Bi-weekly)
 Dormitory Resident Assistant

PREPARED BY

Name
Telephone
Date

POSITION INFORMATION

Name
University ID
Department
Start Date

FUNDING INFORMATION

Fund
Orgn
Account
Amount

NOTES

- You must have the proper authorization level to request for a position number.
- Fax completed forms to 215.895.1751 or email to hris@drexel.edu
- Once form has been processed, HRIS will contact you with the position number.

APPROVALS

Department Head Name
Department Head Signature _____
Date

FOR HRIS USE ONLY

Completed By
Date
Position Number Assigned