



Today's Date

SGA & CO-OP POSITION # REQUEST FORM

Instructions: Use this form to authorize a NEW SGA or CO-OP POSITION in the HRM system for posting.

When completed, e-mail this form to HR/Payroll Service Center at hrpayroll@neu.edu and copy ka.brown@neu.edu

A. KEY CONTACT INFORMATION

<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact Person's Name	Contact Telephone	E-mail Address

B. POSITION INFORMATION

<input type="text"/>			<input type="text"/>	<input type="text"/>
Division or College			Jobcode	Position Class
<input type="text"/>			<input type="text"/>	To find account, index or org code values click here
Building Address - CAMPUS MAILDROP			Department Org (6-digits)	
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Index # 1	Account # 1	%		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Index # 2	Account # 2	%		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Index # 3	Account # 3	%		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Index # 4	Account # 4	%		

COMMENTS OR ADDITIONAL INFORMATION:

<input type="text"/>

FOR HR/PAYROLL SERVICE CENTER USE:

New Position Number Assigned? <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="text"/>	<input type="text"/>
<input type="text"/>		Organization	Assigned Position Number
		<input type="text"/>	
Completed by		Date Completed	