

## SGA POSITION # REQUEST FORM

10/10/2007

Today's Date

**Instructions:** Use this form to authorize a **NEW SGA POSITION** in the HRM system for posting.  
 When completed e-mail this form to HR/Payroll Service Center at [hrpayroll@neu.edu](mailto:hrpayroll@neu.edu) and copy [ka.brown@neu.edu](mailto:ka.brown@neu.edu)

<input type="checkbox"/> <b>NEW / ADDITIONAL POSITION</b>	
Has this position been approved by Budget? <input type="checkbox"/> Yes	

A. KEY CONTACT INFORMATION		
<i>Contact Person's Name</i>	<i>Contact Telephone</i>	<i>E-mail Address</i>

B. POSITION INFORMATION					
<i>Department or College</i>					
<i>Building Address – CAMPUS MAILDROP</i>				<i>Department Phone Number</i>	
SGA			New SGA Position Number Needed		
Level of Position			Reason for Request		
<i>FRS Six Digit Account 1</i>	<i>Object Code1</i>	<i>% 1</i>	<i>FRS Six Digit Account 2</i>	<i>Object Code 2</i>	<i>% 2</i>
<i>FRS Six Digit Account 3</i>	<i>Object Code 3</i>	<i>% 3</i>	<i>FRS Six Digit Account 4</i>	<i>Object Code 4</i>	<i>% 4</i>

COMMENTS OR ADDITIONAL INFORMATION:
<p><b>For SGA Research Appointment(s)</b></p>

FOR HR/PAYROLL SERVICE CENTER USE:		
New Position Number Assigned? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	<i>FRS Department Number</i>	<i>Assigned Position Number (If NEW)</i>
<i>Completed by</i>	<i>Date Completed</i>	