

Request for new student position code

Department name : _____

Department orgn number : _____ (four-digit)

Position title : _____

Position summary : _____

Clock Number ([see list](#)) : _____

Supervisor ID number : _____

Supervisor name : _____

Supervisor position code ([see NIDA](#)) : _____ (hover of the "i" next to the title to see the code)

Labor distribution : _____ - _____ - 92*0 - _____ - _____
(budget line to charge wages) A B C D E

All number/codes required except for E (activity code)

A = fund number (*generally 2-digit, but can be 6-digit, e.g. restricted fund*)

B = organization number (*4-digit*)

C = account number for labor expense, **default:** 9250 regular student or 9270 graduate assistant

D = program code (*2-digit*)

E = activity code (*6-digit; may not be applicable to you*)

Requested by:

_____	_____	_____
Name	ID#	Date