

## 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