E&I Position Number Request Form

|  |  |  |
| --- | --- | --- |
| Name (Manager):      | Phone:      | Email:      |
| Department/Program:      |

**Request and Contact Information**

Cluster (L4): [ ]  CCCET [ ]  CE3 [ ]  CEP [ ]  DSP [ ]  HIFIS [ ]  OGD [ ]  PPFP [ ]  VCEI

**Position Details (check all that apply and complete to the best of your knowledge):**

 [ ]  Career position [ ]  Student Assistant Appointment

 [ ]  Limited Appointment [Duration:      ] [ ]  Graduate Student Appointment

[ ]  Employment Contract [Duration:      ] [ ]  Contingent Worker (Volunteer)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Effective Date:      | Dept ID:      | Payroll Title:      | Appt %/FTE:      | Job Code:      |
| Salary Grade(PPSM):      | Proposed Hiring Salary Maximum:       | Position Reports to (position numberor supervisor name):      | Position Location (building, floor):       |

UCOP Title Code Web Inquiry System: <https://tcs.ucop.edu/tcs/jsp/homePage.htm>

**For HR Use Only (Debbie Fong):**

|  |  |  |  |
| --- | --- | --- | --- |
| HR Worksite ID:76: BEARS | FLSA Status:  | Full/Part-Time: | Employee Relations Code: |

**Position Funding:**

|  |  |
| --- | --- |
| **% Appt/FTE** | **Chartstring(s)** |
|       |       |
|       |       |
|       |       |

*Revised 07/24/19*