E&I Position Number Request Form

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| --- | --- | --- |
| 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(s) [#     ]

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 number  or supervisor name): | | Position Location (building,  floor): | |

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

(Note: effective 7/1/19, minimum wage in the City of Berkeley is $15.59)

**Position Funding:**

|  |  |
| --- | --- |
| **% Appt/FTE** | **Chartstring(s)** |
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**For HR Use Only (Debbie Fong):**

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

*Revised 09/10/19*