

Request for New CMS Position Number

For Part Time (Temporary) Faculty and Student Assistants (Regular, Bridge, NRA, ISA, On & Off Federal Work Study Students)

Please complete the form by providing all of the information in the green sections below
Once the form has been completed, hit the **SUBMIT** button at the bottom of the form to send to Budget Planning & Administration
Any questions regarding the form, please contact Lauren Garrett at 916-278-6922

Select Position Type Below for New CMS Position Number Request:

Y/N	Position Type	Job Code	Account Code
	Regular Student Assistant	1870	601303
	Bridge Student Assistant	1874	
	NRA Student Assistant	1868	
	Instructional Student Assistant	1150	601303
	Instructional Student Assistant (FWS)	1151	602001
	Federal Work Study - On Campus	1871	602001
	Federal Work Study - Off Campus	1872	602002
	Part Time Temporary Faculty	2358	601804

Submitted By (name)	Date	Your Campus Zip

CFS Fund	CFS Dept ID	CFS Class

Reports to Name (Supervisor)	Reports to (Supervisor) Position Number	Effective Date

For Budget Planning & Administration Use Only	
New CMS Position Number:	
Position Pool Created:	
Combocode Created:	
Department Budget Table :	
Date Position Created:	
Department Notified:	
Budget Signature:	

Internet Explorer users – Complete form and hit submit button or save and hit submit button.
Firefox/Chrome users – Must use Acrobat Reader to submit form or save and hit submit button.