

Request for New CMS Position Number

When to use this form: To create new position number(s) for temporary, hourly, and pool-position employment; such as, part time temporary faculty and various types of student workers. Positions are created on an as-needed basis. Submit form to BPA-01@csus.edu

Select Position Type(s) Below:

✓	POSITION TYPE	JOB CODE	ACCOUNT	For BPA Use NEW POS. NO.
	Student Assistant - Regular	1870	601303	
	Student Assistant - Bridge	1874		
	Student Assistant - Non-Resident	1868		
	Instructional Student Assistant (ISA)	1150	601303	
	Instructional Student Assistant, Federal Work Study (ISA-FWS) (Must provide award letter. Can only be funded by MDS01.)	1151	602001	
	Federal Work Study (FWS) - On Campus (Must provide award letter. Can only be funded by MDS01)	1871	602001	
	Federal Work Study (FWS) - Off Campus (Must provide award letter. Can only be funded by MDS01.)	1872	602002	
	Part Time Temporary Faculty-AY	2358	601804	
	Substitute Instructional Faculty	2356	601807	
	Instr Fac, Extension Non-Credit (CCE Only)	2363	601803	
	Teaching Associate (TA)-AY	2354	601304	
	Teaching Associate (TA)-Summer Term	2324	601304	
	Graduate Assistant (GA)	2355	601103	

FUND	DEPT. ID	CLASS CODE

"REPORTS TO" NAME & POS. NO.	"REPORTS TO" POS. NO.	EFFECTIVE DATE

For Budget Planning & Administration (BPA) Use Only	
Position Pool - Combo Code - Dept. Budget Table Created:	
Position Eff. Date:	
Department Notified & Budget Initials:	