

Today's Date:

Requested by:

Department:

Action requested:

New regular staff position Title Requested

Reclassification of regular staff position Title Requested

Fill existing regular staff position Title

If requesting a **reclassification**, please include the desired future effective date
(For biweekly to monthly transitions please select the begin date of a biweekly pay period).

Position number (leave blank if a new position request):

Funding source (cost object number):

Additional funding information (If requesting either a new position or reclassification please use this drop down menu):

Justification (Please indicate **both** the funding availability and the **need** for this position):

For M-G CAFE Business Center Use

Reviewer Comments

Approver Comments