



Request to Create/Reclassify Position Strings
Faculty

E-mail Form

Reset Form

Please complete applicable fields and return to Budget Administration (budgetadmin@uab.edu) by clicking on the **E-mail Form** button. Following receipt of the form, Budget Administration will e-mail department contact once position string is created/reclassified.

Department Contact Information:

Contact Name:	<input type="text"/>	Contact E-Mail Address:	<input type="text"/>
Organization:	<input type="text"/>	Contact Phone Number:	<input type="text"/>

Create New Faculty Position String

Regular/Permanent Position Irregular/Seasonal Position ***Irregular/Seasonal Position Numbers last two digits must be 99*

Job Code:	<input type="text"/>	Job Title:	<input type="text"/>	Occupant Assignment Category:	<input type="text"/>
HR Organization Code:	<input type="text"/>	**Position Number:	<input type="text"/>	Effective Date:	<input type="text"/>

Reclassify Existing Faculty Position String

Current Position String

Enter all fields

Regular/Permanent Position Irregular/Seasonal Position

Job Code:	<input type="text"/>	Job Title:	<input type="text"/>
HR Organization Code:	<input type="text"/>		
**Position Number:	<input type="text"/>		
Effective Date:	<input type="text"/>		

Proposed Changes

Enter only applicable fields

Regular/Permanent Position Irregular/Seasonal Position

Job Code:	<input type="text"/>	Job Title:	<input type="text"/>
HR Organization Code:	<input type="text"/>		
**Position Number:	<input type="text"/>		
Effective Date:	<input type="text"/>		

Current Occupant

Enter only applicable fields

Employee Name:	<input type="text"/>
Employee ID Number:	<input type="text"/>
Assignment Category:	<input type="text"/>

Proposed Occupant Changes

Enter only applicable fields

Employee Name:	<input type="text"/>
Employee ID Number:	<input type="text"/>
Assignment Category:	<input type="text"/>

End Date Faculty Position String

Job Code:	<input type="text"/>	Job Title:	<input type="text"/>
HR Organization Code:	<input type="text"/>	**Position Number:	<input type="text"/>
Effective Date:	<input type="text"/>		