



E-Mail Form

Request to Create/Reclassify Position Strings
Non-Faculty (Staff) -- Irregular/Seasonal Only

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:

Contact E-Mail Address:

Organization:

Contact Phone Number:

Create New Position String:

Job Code:

Job Title:

Occupant Assignment Category:

HR Organization Code:

Position Number: **99

Effective Date:

*** Last two digits must be 99*

Reclassify Existing Position String:

Current Position String

Enter all fields

Job Code:

Job Title:

HR Organization Code:

Position Number: **99

Effective Date:

Proposed Changes

Enter only applicable fields

Job Code:

Job Title:

HR Organization Code:

Position Number: **99

Effective Date:

End Date Position String:

Job Code: Job Title:

HR Organization Code:

Position Number: **99

Effective Date:

Other: