

NEW POSITION

Purpose: Provide notice to all funding sources for new position – Ensure timely approval.

Steps:

- 1) All Academic Departments, regardless of location, should use their 11XXX org. for Dept ID. [This will permit ease in reporting and approval functions.]
- 2) Document all funding sources in Comments Box as follows:
11XXX-_%; 55XXX-_%; 56XXX-_%
- 3) Document specific discipline in Comments Box for all faculty positions.
- 4) Remember to approve at the Dept Level when complete.