

Request for New Student Position Code

Please complete to request a new Student Position Code be set up so that the job can be posted and/or students hired for the position. Email to stuemp@wellesley.edu or fax to X3946. Allow 7-10 business days for processing.

(Revised 5/12/08)

Student Position Information:

Department Name: _____ Org #: _____

Job Category: _____

Job Title: _____

FOAPAL: _____ - _____ - 6 1 0 ____ - Act. Code: _____

Complete for Banner Timesheet approver:

Primary Approver: _____ Banner ID#: _____ User Name: _____

Notes: _____

Complete for Job Posting Contact(s): (If different than approver)

Primary Contact: _____ Banner ID#: _____ User Name: _____

Secondary Contact: _____ Banner ID#: _____ User Name: _____

Notes: _____

Requested By: _____ Date of Request: _____

For Stuemp Office Use Only:

Placement code: _____ Position code: _____

Work status: C- F-S-W C only S only

Update Placement & Position Code list

Add job to Job Posting site

Date complete: _____

 Create position in Banner:

____ NBAPOSN ____ NBAPBUD ____ RJRPLRL

Set up approver in Banner: ____ NTRRQUE ____ Email BBC

Date complete: _____

