Position Number Guidance

Primary position numbers for all monthly and bi-weekly paid employees begin with the digit “1” and have a suffix of 00.

All secondary assignments or additional earnings in academic areas during the academic year will be placed on the primary position number with a one up number suffix which is normally 01 using MTH 107.

If the secondary assignment or additional earnings is not related to the employee’s primary job and has a different FOAP, a temporary “pooled” position number, beginning with the digit “7” and the 00 suffix with an appropriate title for the activity, should be used on EPAF MTH107 if the employee is paid monthly and BWK103 if paid bi-weekly. Examples would be a staff employee teaching a class or an employee working an event in Emens or for Athletics. If a position does not exist with the correct FOAP, one can be assigned by UHRS when provided with: the E-class of the employees to be placed in this position, the FOAP, the desired title, and the supervisor of the position. The Position Number Request form is on the UHRS website.

If a secondary assignment is related to the employee’s primary job in a non-academic area with the same FOAP, it will be put on the additional (default) earnings section of EPAF 300 (MTH300) i.e. workshop using the primary position number with the 00 suffix. The position number used with an MTH300, must be an active assignment or, in other words, have a job information section already established in Banner which is the case with the employee’s primary position number with the 00 suffix. Also, the primary position number cannot be charged to a grant.

A PDF of position numbers for all departments with their FOAPs is posted on the UHRS website which is updated monthly.

If an employee’s only assignment is temporary bi-weekly or temporary monthly, the employee’s primary position number begins with the digit “7” and has 00 in the suffix. This is also true of retiree position numbers.

All faculty assignments for summer have position numbers that begin with the digit “7” and each academic department has a list of those position numbers.

All federal work study student employee position numbers begin with the digit “8”. All other student employee, plus graduate assistant employee position numbers begin with the digit “9”.

Finding the Right Position Number

1. If this is a new hire and the position has been advertised, the position number will be on the posting.

2. If it is for a secondary job, you can search for the position in the EPAF by clicking on the "New Job" search icon shown below.

3. Enter the E-class and Budget Organization and click "Go"

4. A list like that below will appear from which you select the position number.
5. If you can't select the correct position based on the title shown select a position and proceed to the labor distribution portion of the EPAF to determine if it has the correct FOAP as shown below.

6. If none of the position numbers have the correct FOAP or if some position numbers have XXX's in the account, contact UHRS to request a new position number. To set up a new position number UHRS needs the FOAP, the title you want the position to have, the supervisor of this position, and the budget amount if available.

11/5/12