## **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.

If a secondary assignment is related to the employee's primary job with the same FOAP, it will be put on the additional (default) earnings section of EPAF 300 (MTH300) i.e. overload or 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.

If the secondary assignment is related to the primary position (i.e. teaching) but the FOAP is different, a suffix 01 of the primary position number can be used on MTH105 with the correct FOAP. An example would be a Mathematics faculty member teaching an overload at the Indiana Academy.

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 MTH105 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.

Reports have been distributed to college budget directors for the academic areas listing department position numbers and incumbents that were current as of the date of distribution. These reports are available to any department upon request.

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.

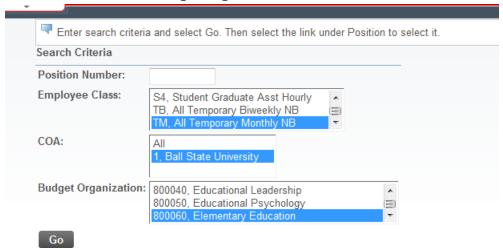
All federal work study student employee position numbers begin with the digit "8". All other student employee, plus graduate assistant employee position numbers begin with the digit "9".

## **Finding the Right Position Number**

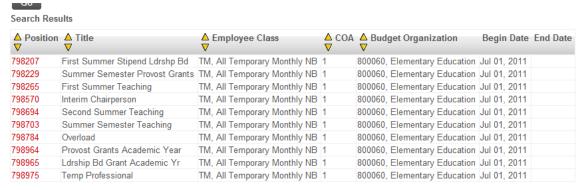
- 1. If this is a new hire and the position has been advertised, the position number will be on the posting.
- 2. If it is for a secondary job, you can search for the position in the EPAF by clicking on the "New Job" search icon shown below.



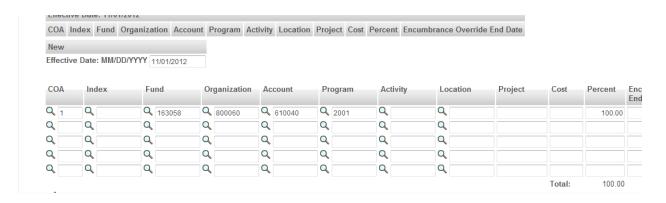
3. Enter the E-class and Budget Organization and click "Go"



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.