POSITION NUMBER INFORMATION

Budget Planning & Administration

POSITION NUMBERS

Every position on campus has a unique 8-digit number. The number defines the characteristics of the position, including the classification, funding, working title, and supervisor's information ("Reports To"). Typically, a position number will stay the same even when there is turnover of the incumbent. For example, when an employee separates and a division chooses to fill the vacancy at the same classification with the same working title and supervisor, the position number remains the same.

STUDENT POSITIONS

Position numbers for students can be multi-headcount ("pooled"), meaning several students can utilize the same position number. However, student employees CANNOT share position numbers if any of the information below is different between students:

- Job Code
- Reports-to position number (the position number of the supervisor)
- Funding (DeptID/Fund/Class)

For example, if two students in the same department report to different managers, they need separate position numbers.

EMPLOYEE POSITIONS

Most position numbers for regular (permanent) positions are single headcount and most part-time positions (lecturers, casual workers, etc.) can be pooled with several employees using the same position number. Employees cannot share pooled position numbers if any of the information below is different between employees:

- Job Code
- Reports-to position number
- Funding (DeptID/Fund/Class)

FAQS:

What information does the Budget Office need for a new position number?

- Job Code
- Position Grade
- Working title
- Reports-to name
- Reports-to position number
- Temp/Regular
- FTE (Full-Time Equivalency)
- Dept. ID
- Fund
- Class Code (if applicable)

To request a new position number, please see the [Position Management Guidelines](#) and BPA [webpage](#) for more information. Student employee position numbers can be requested through an online [Adobe form](#).

How do I update a position number?

1. To update Reports To (supervisor) information, submit a ["Reports To" Change](#) request.
2. To update Working Title, submit an email to [Class & Comp (staff and MPP) or Faculty Affairs (Faculty)](#).
3. For all other position changes, including funding source, job code, and grade, submit an ePTF via OnBase.

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