

Position Data 1

Position Number

--	--	--	--	--	--	--	--

Effective Date

M	M	D	D	Y	Y	Y	Y

Status

<input type="checkbox"/>	A=Active I=Inactive
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Department

--	--	--	--	--

Job Code

--	--	--	--	--	--

Position Pool ID

--	--	--

Position Status

<input checked="" type="checkbox"/>

Status Date

--	--	--	--	--	--	--	--

Action Reason

--	--	--

Line Number

--	--	--	--	--

Salary Plan

--	--	--

Grade

--	--	--

Position Data 2

Earnings Program ID

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Holiday Schedule

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Employee Type

<input type="checkbox"/>	S=Salaried H=Hourly E=Exceptional
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Pay Basis Code

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Dept Location

--	--	--	--	--

Position Location

--	--	--	--

OT Indicator

<input type="checkbox"/>	X=Yes
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Bargaining Unit

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Position Data 3

Position FTE

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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Additional Comp (SUNY only)

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Equated to Grade

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Jurisdictional Class

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Approved Salary Rate

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Regular/Temp

<input type="checkbox"/>	R=Regular T=Temp S=Seasonal
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Full/Part Time

<input type="checkbox"/>	F or P
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Max Head Count

<input checked="" type="checkbox"/>

Complete: Position Number, Department, Effective Date and Fields that need to be updated

Fax to: Payroll Services Position Management Team at (518) 474-2601