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| **KANSAS STATE UNIVERSITY****POSITION DATA SHEET (Classified and Unclassified Employees)** |

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| EMPLOYEE NAME: |  | SOC SEC # |  |

 (first, middle, last)

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| DEPARTMENT ID | DEPARTMENT NAME | EMPLOYEE ID | RCD # |
|  |  |  |  |

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| ADD |  | UPDATE |  | CORRECT/SUPERCEDE |  | INACTIVATE |  | POSITION NUMBER(system generated if add) |  |

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| --- | --- | --- | --- | --- | --- |
| EFFECTIVE DATE: |  | REASON: | NEW | REPORTS TO: |   |

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| --- | --- |
| TITLE (optional – will override Job Title in Campus Phonebook): |  |
| LONG DESCRIPTION: |

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| COMPANY: | SOKS | DEPARTMENT ID: |  |  |
| DEPARTMENT NAME: |  |

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| JOB CODE: |  | JOB TITLE: |  |
| REGULAR |  | TEMPORARY  |  | FULL-TIME |  | PART-TIME |  |  |
| (Budgeted) (Non-Budgeted) |

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| MAIL DROP ID: |  | WORK PHONE: |  |
| BUDGETED POSITION |  | CONFIDENTIAL POSITION  |  | POSITION POOL ID: |  |
| CLASSIFIED: |  | UNCLASSIFIED:  |  | FTE: |  |

ACADEMIC RANK: 001-Professor 002-Assoc Prof 003–Asst Prof 004–Instructor None

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| COUNTY: |  | HOLIDAY SCHEDULE: |  | WORK SCHEDULE: |  |

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| FLSA STATUS: Exempt  |  | Non-Exempt  |  |  | DESIGNATED/COMMERCIAL:  |  |

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| APPT BASIS: | 9-month |  |  12-month |  |  | PAY GROUP: |  | EMP TYPE: |  |

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| SUPERVISORY: |  | SSI DESIGNEE: |  | CIP CODE: |  |

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| **Additional Information:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****FUNDING INFORMATION**: Updated by Departments in HRIS**. For department use only.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| PROJECT # | PROJ ECT DESCRIPTION | FUND SOURCE | ORG |  AWARD (If applicable) |  FTE  |  ANNUAL AMT |
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EMPLOYEE SIGNATURE (if required) DATE

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SIGNATURE(S) OF UNIT OR DEPARTMENT HEAD, DEAN, AND/OR VICE PRESIDENT DATE