

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

EMPLOYEE NAME:			
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(first, middle, last)

DEPARTMENT ID	DEPARTMENT NAME	EMPLOYEE ID	RCD #

ADD	UPDATE	CORRECT/ SUPERCEDE	INACTIVATE	POSITION NUMBER <small>(system generated if add)</small>	
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EFFECTIVE DATE:	REASON:	REPORTS TO:
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TITLE <small>(optional – will override Job Title in Campus Phonebook):</small>	
LONG DESCRIPTION:	

COMPANY:	DEPARTMENT ID:
DEPARTMENT NAME:	

JOB CODE:	JOB TITLE:		
REGULAR	TEMPORARY	FULL-TIME	PART-TIME

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

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. Annual Amt used by Budget Office when establishing new position.

PROJECT #	PROJECT DESCRIPTION	FUND SOURCE	ORG	AWARD (If applicable)	FTE	ANNUAL AMT

EMPLOYEE SIGNATURE (if required) _____ DATE _____

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