

NEW HIRE MSS TRANSACTION REQUEST

| POSITION INFORMATION | | | |
|---------------------------------------|--------|----------------------------|----------------|
| Effective Date | | Faculty/Staff | |
| JOB INFORMATION | | | |
| Business Unit | CM0000 | Job Code | Reg/Temp |
| Official Job Title | | | Standard Hours |
| Full/Part Time | | | |
| WORK LOCATION | | | |
| Department ID | | Department Name | |
| Campus Location | | Campus Building/Room | |
| SUPERVISOR / TIME & LABOR INFORMATION | | | |
| Reports To (Name) | | Reports To (Job Title) | |
| Reports To (Position Number) | | Reports To (EMPLID) | |
| Time and Labor (Name) | | Time and Labor (Job Title) | |
| Time and Labor (Position Number) | | Time and Labor (EMPLID) | |
| PAYGROUP INFORMATION | | | |
| Pay Group | | | |
| Combo Code (Speed Type) | | | |
| COMMENTS/ADDITIONAL DETAIL | | | |
| | | | |
| Submitted by | | Position Number | |
| Date Submitted | | Created by | |
| | | Creation Date | |
| SRA 08/18 | | for PC HR use only | |