# **Position Number Guidance**

# **Primary Position Numbers (non-student)**

Primary position numbers for faculty, professional, staff and service employees begin with "1" and have a suffix of 00.

A temporary employee's primary position number begins with "7" and has "00" suffix.

## Secondary Position Numbers (non-student)

Overloads for academic areas – use the departmental F7 position number (see Position Numbers with FOAP listing)

Other additional earnings – if within person's same department, can use the primary position number with an "01" or higher suffix or departmental temporary pooled position number as follows:

- TF position for faculty (use EPAF type MTH107)
- TM position for professional or exempt staff (use EPAF type MTH107)
- TB position for staff or service (use EPAF type BWK103)
  Contact UHRS if the correct position is not available for the appropriate department.

Summer assignments – find the appropriate F6 position for the department and term (see Summer Assignments section for listing)

#### **Primary Position Numbers (student)**

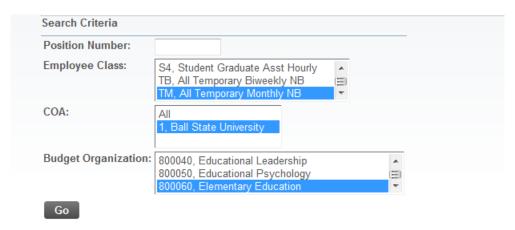
- New summer 2022: Graduate assistants (S3 e-class) are assigned their own unique position number beginning with a "G". (one position per grad assistant)
- Federal work study student employee position numbers begin with the digit "8".
- Other student employee position numbers begin with "9" and can be used for multiple student hires within a department.

# **Find a Position Number**

- 1. Refer to the appropriate department section of the **Position Numbers with FOAP** report available on the *Banner EPAF User Guide*.
- 2. Or, search for a position in the EPAF by clicking on the "New Job" search icon shown below (far left).



3. Enter the E-class and Budget Organization and click "Go"



4. A list of position numbers will display.



5. Select a position and proceed to the labor distribution portion of the EPAF to determine if the correct FOAP displays. An incorrect FOAP usually indicates a different position number is needed.

