FP-02: New Position Detail Form
FP-02 Form - Field Specific Details for Single Positions

• A. Submitting Department
  The name of the department/division requesting the position.

• B. Date Prepared
  The date that the FP-02 form is created and the new position is requested by the submitting department.

• C. Position Title
  The position title that will be requested in the WorkForum action for this position. The final title for the position in Banner may differ slightly.

• D. If Position is part-time, enter percentage
  This field only applies to Part-Time positions. If applicable, enter the percentage of Full-Time hours to be worked by this position.
FP-02 Form - Field Specific Details

- **E. Budget Profile**
  Select an option from the drop down menu. Choose EduGen-Education and General funding or Limited-Temporary Appointment current year funding. Positions funded by a grant should be requested through Grants Accounting.

- **F. Position Effective Date**
  The date the position is to begin.

- **G. Position Type**
  Select ‘Single’ from the drop down menu.

- **H. Employee Class**
  Select the appropriate employee class (E Class) from the drop down menu.
FP-02 Form - Field Specific Details

- **I. Fiscal Year**
  Enter the current fiscal year.

- **J. Organization Name**
  Enter the name of the department to which the position will be assigned.

- **K. Fund Code**
  Enter the Banner fund code where the position will be charged.

- **L. Organization Code**
  Enter the Banner org code where the position will be charged.
FP-02 Form - Field Specific Details

• **M. Account Code**
  Enter the Banner account code where the position will be charged. Select the appropriate salary account code from the following list:
  61110 - Administrative
  61210 - Academic Faculty
  61310 - Support Clerical Salaries (biweekly)
  61312 - Monthly Support Clerical
  61610 - Professional Support

• **N. Program Code**
  Enter the Banner program code where the position will be charged.

• **O. Activity Code (if applicable)**
  Enter the Banner activity code where the position will be charged.
FP-02 Form - Field Specific Details

- **P. Index Name**
  The name assigned to the index code.

- **Q. Index Code**
  Enter the Banner index code where the position will be charged.
  The index code entered should cover the fund, org, program, and activity codes.

- **Contact Person/Phone/Email**
  The information of the person to be contacted in the event that questions arise.