INSTRUCTIONS

1) Use this form to request a position number for a new position in your organization where no known position number currently exists. This form is also to be used for requesting a new position number for reclassification of an existing position.

2) The requesting department/organization completes sections 1 through 6 of Position Number/Reclassification Form (PNRF) and e-mails it to Budget Office at budget@ualr.edu.

3) Budget Office completes section 7 and e-mails copies back to the requesting department/organization.

4) For questions contact Budget Office at 569-8426.

5) This form can be found on-line at: http://ualr.edu/budget