

Miami Dade College
Budget Department – Position Accounting
 Position Information Form

NEW POSITION: YES

New Position Number: _____
(F-T Budget Only)

New Position Number: _____
(P-T)

CHANGE TO EXISTING POSITION: YES

Current Position Number: _____

Next Segment: _____
(Budget Only)

ACCOUNT INFORMATION:

Current: _____
Org Unit Qual Loc GLC End Date

New: _____
Org Unit Qual Loc GLC Start Date

POSITION ATTRIBUTES:

Job Title: _____ Pay Grade: _____ Attendance Qual: _____
(Exclude Faculty)

Job Group: _____ Job Class: _____ PDB Code: _____ Schedule Code: _____

Date Established: _____ Position Start Date: _____ Position Status: _____

Reg/Temp Status: Regular Temp Pooled Indicator: Yes No

Other: _____

EMPLOYEE INFORMATION (Full Time Only):

Name: _____ SSN/MDID: _____ Salary: _____

SIGNATURES:

Signature – HR Representative Print Name Date

Signature – Position Accounting Rep. Print Name Date

COMMENTS:

BT: Yes No

Budget Approval

No. _____

Date: _____