**Pittsburg State University**

**Position Details Worksheet - MASTER**

*(as of 8/7/2019)*

1. **Workforce Structure Details - Position:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data** | **Current/New** | **Change Requested** | **Change Approved** |
| Position Name |  |  |  |
| Position Code (Number) |  |  |  |
| Incumbent Last Name |  |  |  |
| Incumbent First Name |  |  |  |
| Incumbent Person Number |  |  |  |
| Department |  |  |  |
| Division |  |  |  |
| Position Costing |  |  |  |
| Position Costing % |  |  |  |
| Position Costing Cost Center Manager |  |  |  |
| Benefits Eligible |  |  |  |
| Budgeted Position |  |  |  |
| Grade |  |  |  |
| Grade Minimum |  |  |  |
| Grade Mid |  |  |  |
| Grade Maximum |  |  |  |
| Safety Sensitive |  |  |  |
| Confidential Status |  |  |  |
| Teaching Position |  |  |  |
| Tenure Earning Position |  |  |  |
| Shift Differential Eligible |  |  |  |
| Community Service Position |  |  |  |
| Position Length |  |  |  |
| FTE (% Time) |  |  |  |
| Location |  |  |  |
| Line Manager Last Name |  |  |  |
| Line Manager First Name |  |  |  |
| Line Manger Person Number |  |  |  |
| Full/Part Time |  |  |  |
| CUPA Code/Name |  |  |  |
| Assignment Category |  |  |  |
| Budget Type |  |  |  |
| Background Check Required |  |  |  |
| Credit Check Required |  |  |  |
| Sex Offender Check Required |  |  |  |
| PSU Governance |  |  |  |
| FLSA Exemption Test, if Exempt |  |  |  |
| Bargaining Unit |  |  |  |
| Position Job Offer Type |  |  |  |
|  |  |  |  |
|  |  |  |  |

Department Signature Date

1. **Workforce Structures Details – Job (HRS Only)**

|  |  |  |
| --- | --- | --- |
| Data | Current | Change Approved |
| Job Name |  |  |
| Job Code |  |  |
| Job Level (for GUS Finance Approvals) |  |  |
| SOC Code & Description |  |  |
| EEO6 Code |  |  |
| FLSA Status |  |  |
| Grade |  |  |
| Grade Range |  |  |
| Minimum |  |  |
| Mid |  |  |
| Maximum |  |  |
|  |  |  |

HRS Signature Date