

Pittsburg State University
Classified Position Allocation Form
(Benefits-Eligible Position)

Complete the following and route for approval:

_____ New Position

_____ Existing Position

Classification: _____

Department: _____

Supervisor: _____

Fund/Unit: _____

Date Employee Required: _____

Work Hours: _____

Work Days: _____

If existing position:

Position #: _____

Incumbent: _____

Date Incumbent Leaving: _____

Reason: _____

Chair/Department Head

Date

College Dean, if required

Date

Division Vice President, if required

Date

Send to Budget Office, 204 Russ Hall

Budget Office

Date

Administration & Campus Life

Date

President

Date

Send to Human Resource Services, 204 Russ Hall