

DAKOTA COLLEGE AT BOTTINEAU

Request for New Position

Name: _____

Start Date: _____

Position Title: _____

Expected Salary Range: _____

Contract Dates: From _____ To _____

HR Use Only	
Position #: _____	Job Code: _____

Term (mos): _____ FTE (%): _____

Expected Benefits: _____

Type of Appointment / Contract:

Faculty Staff Adjunct Coach

Full-time Part-time Interim

Benefited Non-benefited

<u>Fund</u>	<u>Dept</u>	<u>Program</u>	<u>Project</u>	<u>%</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Brief Position Description (Attach Position Description): _____

Special Instructions: _____

Department Director

Date

Campus Dean

Date

Director of Business Affairs

Date

Payroll

Date

For Payroll Use	
Date received by Payroll: _____	
Date entered into PeopleSoft: _____	