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| --- | --- | --- | --- | --- | --- | --- | --- |
| Department Name: | |  | | | | | |
| **Reason:** | New Position | |
| Reports to Name: | |  | | Reports to Position #: |  | | |
| Monthly Pay Frequency: | |  | | Begin Date: |  | End Date: |  |
| **Requested Job Code (1500 series only):** | |  | | **Percent of Time or hours per week:** |  | Pay Rate (total compensation over listed period): |  |
| Position Summary (brief description): | | | | | | | |
|  | | | | | | | |