

NEW POSITION REQUISITION FORM MFASIS HR SYSTEM
 STATE OF MAINE BUREAU OF HUMAN RESOURCES

COMPANY NUMBER/NAME		POSITION NUMBER	
POS STATUS		CLASS TITLE	
POS TYPE	SHIFT	WEEKS/YEAR	
JOB CLASS	CLASS/UNCLASS	LOCATION	
SALARY TABLE	SALARY GRADE	POS HOURS	
ADMIN UNIT	FUND SOURCE	WORKER COMP	
AUTHOR DATE	POS BEGIN DATE	SEASON BEG MIH	
POS CHG DATE	POS END DATE	FREEZE BEG DATE	
ORG CODES	HOURS REDUCED	FREEZE END DATE	
STD/NON-STD	LEG COUNT	FIN DISCL REQD	
TEACHER CON DAY	FTE HOURS	RECRUIT STATUS	
EXAM STATUS	FLSA STATUS	OPTION CODE	
OT CODE		BHR AUTHOR DATE	

POSITION ACCOUNTING

BUDGET USE ONLY

FUND	OBJECT	
AGENCY		
APPROP ORG	REPORT ORG	
APPROP UNIT	PROJECT	
ACTIVITY	GRANT	

SIGNATURES

AGENCY	BHR	BUDGET	<input type="checkbox"/> APPROVE
DATE	DATE	DATE	<input type="checkbox"/> DISAPPROVE