

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

COMPANY NUMBER/NAME	POSITION NUMBER	
POS STATUS	CLASS TITLE	RET PLAN
	WORKING TITLE	RET OPT
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 MTH
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
LEG CITATION	FLSA STATUS	OPTION CODE
REG REFERENCE	FILLED/VAC FLAG	LAYOFF ORG UNIT
EXAM STATUS	EST BETW SESS	LAYOFF UNIT DIV
OT CODE	DTE POS VACANT	ACT WHEN VACANT
PRES INCUM NAME	PRES INC NUMBER	DTE POS FILLED
PREV INCUM NAME	PREV INC NUMBER	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 <input type="checkbox"/> DISAPPROVE
DATE	DATE	DATE	