

**THE COLLEGE OF WILLIAM AND MARY/VIMS CLASSIFIED/WAGE POSITION REQUEST FORM**

Corporation <input type="checkbox"/> W&M (204) <input type="checkbox"/> W&M (301) <input type="checkbox"/> VIMS (268)	Date	Classified/Wage Position Type <input type="checkbox"/> FT Classified (C) <input type="checkbox"/> PT Classified (C) <input type="checkbox"/> Wage	ID A A F	Hours per Week <input type="checkbox"/> 40 <input type="checkbox"/> Other: _____
Type of Position Action <input type="checkbox"/> Establish New Position <input type="checkbox"/> Advertise and Fill Position <input type="checkbox"/> Role Change <input type="checkbox"/> In-Band Adjustment – Change in Duties <input type="checkbox"/> Funding Change <input type="checkbox"/> Abolish Position <input type="checkbox"/> Other: _____		Division	Department	
		Unit	Timekeeping Location	
For Wage Positions Only (codes on back)				

**POSITION ATTRIBUTES**

Attribute	Present	Proposed
Position Number		
Role Title		
Internal Title		
Role Code		(SOC)
Incumbent Name		
Position End Date		Effective Date
Pay Band		
Employment Status	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time (hrs/wk: _____)	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time (hrs/wk: _____)
Permanent/Restricted	<input type="checkbox"/> Permanent <input type="checkbox"/> Restricted	<input type="checkbox"/> Permanent <input type="checkbox"/> Restricted
FLSA Status	<input type="checkbox"/> Exempt (N) <input type="checkbox"/> Non-Exempt (Y)	<input type="checkbox"/> Exempt (N) <input type="checkbox"/> Non-Exempt (Y)

HRS FUNDING SOURCES			PMIS FUNDING SOURCES		
FRS Account	Object Code	Account %	Pgm/Sub Pgm	Fund	Account %

**FOR HUMAN RESOURCES USE ONLY**

Roll Flag:	Position FTE:	Supervisor Name/Position Number:	
W&M - APPROVALS		VIMS - APPROVALS	
Supervisor/Dept. Head:	Date:	Dept. Head:	Date:
Dean/Vice President:	Date:	Sponsored Programs:	Date:
Budget:	Date:	Dean/Director:	Date:
Provost:	Date:	Manager, Planning and Budget:	Date:
Class/Comp:	Date:	Director, Planning and Budget:	Date:
Employment:	I-9:	HRS:	PMIS:

**Instructions for completing the “Classified/Wage Position Request” form:**

**Note: Complete ALL appropriate Boxes.**

- Corporation: Mark the correct corporation in which the position is funded;
- Date: Print today’s date;
- Classified/Wage Position Type: Select the correct type for full-time classified, part-time classified or hourly;
- Hours per week: Select 40 hours or other (if other, please indicate how many hours);
- Type of Position Action: Select the correct type of action;
- Division: Print the 3-digit division code;
- Department: Print the 5-digit departmental code;
- Timekeeping Location: Print the 3-digit code **for wage positions only** (see list of codes below);
- Position Attributes - Present and Proposed: Fill out the appropriate information;
- Effective Dates: For Classified Positions, select the 10<sup>th</sup> or 25<sup>th</sup> of the month. For Hourly Positions, select the 1<sup>st</sup> or 16<sup>th</sup> of the month when possible;
- HRS Funding Sources – Department Account Number, Object Code and Account %;
- W&M Approvals: Obtain all signatures with dates;
- VIMS Approvals: Obtain all signatures with dates;

**Timekeeping Location Codes**

<b>VIMS</b>	<b>WILLIAM AND MARY</b>		
010-Dean and Directors	401-Anthropology-Washington Hall	441-Dean A&S-Ewell Hall	481-Muscarelle-Muscarelle Museum
011-Research & Adv Svcs	402-Tech Entrepren Ctr-Campus Mail	442-Adult Skills-Bryan 37	482-Internal Audit-234 Jamestown Rd.
012-Environmental Safety	403-Biology-Millington 106	443-Student Affairs-Campus Ctr 219	483-Alumni Society-Alumni House
013-Graduate Dean	404-Chemistry-Rogers 201	444-Computer Science-McGlothlin St	484-Informational Tech.-Blow Mem.166
014-Development Office	405-Classical Studies-Morton 228	445-Activ&Organiz.-Campus Ctr 203B	485-Parking Svcs.-204 S. Boundary
020-Advisory Services	406-Economics-Morton 111	446-Lectures	486-Transportation Mgr. -Bridges House
030-Library	407-English-Tucker 104	447-TJNAF-Campus Mail	487-Ash Lawn-Charlottesville
040-Environmental Sci	408-Art/Art History-Andrews	448-18 <sup>th</sup> Century Life-Tucker 104	488-Informational Tech.-Swem Lib. G5
070-Physical Sciences	409-Geology-Tercentenary Hall	449-Admissions-Blow Mem. 201	489-WSPL Machine Shop-Small
100-Coastal & Ocean Pol	410-Government-Morton 10	450-Registrar-Blow Mem. 108	490-Public Policy Pgm.-Morton 111
110-Ocean & Coastal Law	411-History-James Blair	451-Publications-308 Jamestown Rd	491-Dir. W&M Hall-W&M Hall
115-Ctr Coastal Res Mgmt	412-Hon Prog Charles Ctr-Tucker	452-President’s Office-Brafferton 5	492-American Studies-College Apts. 5
120-CBNERRVA	413-Mathematics-Jones 116	453-Public Affairs-Bridges House	493-School of Business-Blow Mem. B2
130-Biological Sciences	414-Mil. Science-Prince George	454-Develop.Systems-Minson-Galt Com	494-Conference Svcs.-Davis House
140-Wachapreague-East. Shore	415-Modern Lang-Washington 210	455-Postal Svcs.-University Center	495-PSR Labs-Morton 305
160-Fisheries Science	416-Music-Ewell	456-Private Funds Office-Galt House	499-Ctr.Exec.&Prof Dev.-Tyler 204A
170-Oyster Hatchery	417-Philosophy-James Blair	457-Human Resources-Thiemes House	500-Writing Research Ctr.-Tucker 115A
190-Sponsored Research	418-Anthropology/Grant-Camm	458-Affirm. Action-Hornsby House	501-Applied Science-McGlothlin-St. Hall
191-Property Control	419-Kinesiology-Adair Gym	459-Campus Police-Camp. Police Bldg.	502-Gifted Education-Stetson House
192-Financial Operations	420-Physics-Small 126	460-Univ.Relations-312 Jamestown Rd.	503-Women’s Studies-Morton 322
210-Aircraft	421-Psychology-Millington 234	461-Materiel Mgmt.-Taylor 200	504-Student Exchange-University Ctr.
220-Publications Center	422-Informational Tech-Swem	462-Bldgs & grounds-Facilities mgmt.	505-Student Assess.-Morton 229
230-Vessels	423-Religion-125 Richmond Road	463-Student Health Ctr-Medical Bldg.	507-ID Office-Campus Ctr.
240-Information	424-Sociology-Morton 218	464-Information Tech-Jones	509-Student Activities-Campus Ctr. 203
Tech/Networking Svcs	425-Theatre & Speech-PBK Hall	465-Aux. Svcs.-Bridges House	510-Annual Support- Old Dominion
250-Nutrient Analysis Lab	426-School of Business-Tyler 214	466-Bursar’s Office-Blow Mem. 101	511-Univ. Development-James Blair
260-Facilities Management	427-School of Education-Jones 210	467-Counseling Ctr. -Blow Mem. 240	512-Univ. Events-Corner House
270-Planning and Budget	428-School of Law-M. Wythe 108A	468-Intercolleg.Athletics-W&M Hall	513-Duplicating Svcs.-Swem Library
	429-Financial Aid-Blow Mem. 218	469-Property Control-College Apts. 9	514-Tennis Ctr-McCormack-Nagelsen
	430-Recreational Sports-Rec Bld.	470-Print Shop-Trinkle Base.	515-Ticket Office-W&M Hall
	431-Multicultural Stu Aff-C.Ctr 107	471-General Accounting-Taylor	516-ICAES_Hoke House
	432-Office of Finance-College Apts.	472-International Studies-Reves	517-NPGI-Gabriel Galt House
	433-Bureau Bus. Res-Corner House	473-Dean of Students-Campus Ctr. 109	518-Elderhostel Prog.-Gabriel Galt House
	434-IEAHC/W&M Quart.-Bell Bld	474-Residence Life-Campus Ctr. 212	519-Envir Sci & Policy Clust.-Corner Ctr.
	435-Marshall Papers-Col. Apts 8	475-Assoc. Provost-Wren 100	520-Institutional Res-Bell Bldg 2 <sup>nd</sup> floor
	436-Grants Admin-314 Jamestown	476-Warehouse-Warehouse	521-Development Svcs-516B S. Henry St.
	437-Provost-Brafferton 2	477-Career Svcs.-Blow Mem. 123	522-Graduate Studies-234 Jamestown Rd.
	438-Special Programs-Savage House	478-Grants Research-314 Jamestown Rd	432-Office of Administration-College Apts.
	439-Swem Library-Swem	479-VIMS-c/o VIMS Payroll	524-Assoc. Provost Enroll.-Hoke House
	440-Law Library-Marshall Wythe	480-Facilities Plan/Const.-Fac. Mgmt.	