Position Create - Visiting Undergrad Fellowship

The Title Office must be selected as Approver 2 for all Fellowship Position Create/Copies.

Name your position so that it makes sense to you and makes it easy to identify the positions later in PPSRC.

Due to system requirements, you must indicate 56 for an Undergraduate Fellowship.

Pay Scale section should be left blank.

Select appropriate from drop down menu.

Home Cost Center - Not an internal order number (00). 10 would be indicated in the cost distribution.

If you are unsure if your position will be ARRA funded, select No. This can be changed later if needed with a Position Maintain IR.

You can request up to 20 copies/creations on this IR.