No Approver 2 is required for a Position Create or Position Copy IBR.

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

Pay Scale section should be left blank.

Home Cost Center - Not an Internal Order number (IO). IO 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 IBR.

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