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

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

Pay Scale section should be left blank.

Home Cost Center - Not an Internal Order number. 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 IIR.

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