



HR EVENT FORM

A EMPLOYEE INFORMATION							
Person ID:	First Name:	Surname:					
Department Description:		Department ID					
B EVENT							
EFFECTIVE DATE OF EVENT (yyyy/mm/dd):							
(i) <input type="checkbox"/> Vacancy <input type="radio"/> Post <input type="radio"/> Waive Posting <i>(Contact HR)</i> <input type="radio"/> N/A (Example Temp) <i>(complete sections C-F as applicable)</i>	<input type="radio"/> New Position A) Is proposed position included in most recent budget proposal Y or N (If No, fill out comments on funding source & budget impact) B) Reason for New Position: <input type="radio"/> Existing Position <i>(Replacement)</i>		# Of Hires Required For This Vacancy: <input style="width: 40px;" type="text"/>				
	Employee Group:		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; padding: 5px;">JD#: <i>(please attach job description)</i></td> <td style="padding: 5px;">Grade/Band:</td> </tr> </table>	JD#: <i>(please attach job description)</i>	Grade/Band:		
	JD#: <i>(please attach job description)</i>	Grade/Band:					
Previous Incumbent Name & ID <i>(if applicable)</i> :							
(ii) <input type="checkbox"/> Change to Existing Position Information <i>(complete sections C-F as applicable)</i> <input type="checkbox"/> Change to Employee Assignment <input type="radio"/> Temporary Additional Duties <i>(attach description/list of duties)</i> <input type="radio"/> Temporary Transfer <input type="radio"/> Extension of Contract End Date <input type="radio"/> Rate Change <input type="radio"/> Other		Reason for Change: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">From (yyyy/mm/dd):</td> <td style="padding: 5px;">To (yyyy/mm/dd):</td> </tr> <tr> <td style="padding: 5px;">From \$ (hourly/salary):</td> <td style="padding: 5px;">To \$ (hourly/salary):</td> </tr> </table>		From (yyyy/mm/dd):	To (yyyy/mm/dd):	From \$ (hourly/salary):	To \$ (hourly/salary):
From (yyyy/mm/dd):	To (yyyy/mm/dd):						
From \$ (hourly/salary):	To \$ (hourly/salary):						
(iii) <input type="checkbox"/> Termination	Last Day Worked (yyyy/mm/dd):	Position Code:	Reason for Termination:				
Remaining Outstanding Vacation Days for Current Calendar Year <i>(please note: vacation will be paid out on accrued earnings between July 1 and termination date for next vacation year, unless otherwise noted)</i> :							
Comments:							
C POSITION INFORMATION <i>(for vacancies and changes to existing position information)</i>							
Department Name and Department Code		Position Code:					
Job Title:		Job Code:					
Building Location, Room #/Mailstop:		Supervisor Name, ID# and Position Code:					
<input type="radio"/> Continuing <input type="radio"/> Limited Term <input type="radio"/> Temporary <input type="radio"/> Student <input type="radio"/> Seasonal <i>(Please list Non-Working Months):</i>		Period of Term (yyyy/mm/dd):					
		From:	To:				
<u>Security Access Request</u> Security Access to be the same as position # _____ Or check all access functions required: <input type="radio"/> Report Time <input type="radio"/> Approve Time <input type="radio"/> View Employee Personal Data <input type="radio"/> View Job Data <input type="radio"/> View Payroll Reports							

Department - Forward to the appropriate Research or Finance Office for authorization. Research or Finance Office - Forward to your Human Resources Services Area Office

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D SCHEDULE INFORMATION (for sections (i) or (ii) above)								
<input type="radio"/> Full Time <input type="radio"/> Part Time			Normal Full Time Weekly Hrs For This Position <i>(please complete regardless if FT or PT)</i> :					
<input type="checkbox"/> Temporary Schedule Override <input type="checkbox"/> Permanently Change Weekly Hours to be Worked <i>(please attach employee consent or contact HRS, if applicable)</i>					From (yyyy/mm/dd):		To (yyyy/mm/dd):	
<input type="checkbox"/> M-F Days 35 hrs/wk <input type="checkbox"/> M-F Days 40 hrs/wk <input type="checkbox"/> Other <i>(Specify Below or Attach)</i>			<input type="checkbox"/> M-F Days 37.5 hrs/wk <input type="checkbox"/> Non-Scheduled Working Hours					
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Weekly Hours
# of Hours Day								
# of Hours Evening								
# of Hours Night								
Total Daily Hours								
E ACCOUNT INFORMATION (for sections (i) or-(ii) above). Please attach sheet if more than 3 new Chartfield Strings								
Permanent <input type="checkbox"/>		Temporary <input type="checkbox"/>		Effective Date (yyyy/mm/dd):			Expiry Date (yyyy/mm/dd)	
Chartfield String	Fund	Account	Department	Program Code	PC Business Unit	Project	% Allocation (must equal 100%)	
Existing								
New #1								
New #2								
New #3								
Benefit								
F POSITION HIERARCHY INFORMATION (For section B (i) (ii) (iii) above)								
<input type="checkbox"/> This position will have NO direct reports assigned in the HRIS <input type="checkbox"/> This incumbent will replace the following as direct supervisor to all of the same employees: <input type="checkbox"/> There is NO hierarchy changes <i>Note: Incumbent's direct reports will report to a vacant position until it is filled</i> <input type="checkbox"/> YES there are hierarchy changes <i>Please attach Hierarchy Spreadsheet</i>								
G AUTHORIZATION (mandatory)								
<i>This form should contain the required signatures, in accordance with the Execution of Instruments document and all HR Compensation Protocols and Guidelines.</i>								
Department Approver		Ext.	Name		Signature		Date (yyyy/mm/dd)	
<input type="radio"/> Budget Unit Authority <input type="radio"/> Envelope Manager		Ext.	Name		Signature		Date (yyyy/mm/dd)	
Senior Officer <i>(For all Academic Areas – Provost of Delegate)</i>		Ext.	Name		Signature		Date (yyyy/mm/dd)	
<input type="radio"/> Research Office <input type="radio"/> Finance Office <i>(as applicable)</i>		Ext.	Name		Signature		Date (yyyy/mm/dd)	
H FOR HR USE ONLY								
Posting Req#		EE Name and ID#:		Hourly Rate/Salary:	Step:	Comments:		
Completed By:		Completion Date:		Entered into: HRIS <input type="checkbox"/> Sun Life <input type="checkbox"/> Active member of Pension Plan <input type="checkbox"/> ROE completed <input type="checkbox"/>				