

A EMPLOYEE INFORMATION		
Employee ID	First Name & Initial(s)	Surname
Department		

B REQUEST TYPE		
Termination <input type="checkbox"/>	Modify Current Assignment <input type="checkbox"/>	Current GL Account (#-#####-####)

C TERMINATION		
Effective Date of Termination (dd/mm/yyyy)	Last Day Worked (dd/mm/yyyy)	Position (Code)
Remaining Vacation Days for Calendar Year	Earned Vacation Days for Current Benefit Year	
Reason for Termination		
Comments		

C-2 POSITION HIERARCHY INFORMATION		
TERMINATION - Change Direct Reports:		
<input type="checkbox"/>	Transfer ALL of this incumbent's direct reports to:	
	Supervisor	ID Supervisor's Position (code)
<input type="checkbox"/>	Leave hierarchy as is. <i>Note: Incumbent's direct reports will report to a vacant position until it is filled.</i>	
<i>If SPLITTING the transfer of direct reports amongst more than one new Supervisor, please attach appropriate Hierarchy Spreadsheets</i>		

D MODIFY CURRENT ASSIGNMENT / CHANGE POSITION CODES					
Effective Date (dd/mm/yyyy)	Current Position Code	To Position Code			
Reason for Change					
Position Account / Override - GL Account(s)		Re-evaluation	Job Transfer	Other (specify):	
Remaining Vacation Days for Calendar Year	Earned Vacation Days for Current Benefit Year	Personal Days	Other (#)	Specify "Other"	

D-2 POSITION HIERARCHY INFORMATION		
Change Direct Reports:		
<input type="checkbox"/>	This incumbent will replace the following as direct supervisor to ALL of the SAME employees:	
	Name	ID Position (code)
<input type="checkbox"/>	This incumbent will supervise a DIFFERENT set of employees: <i>Please attach Hierarchy Spreadsheet</i>	
Change Supervisor:		
This incumbent will now report to:		
Supervisor's Name	ID	Supervisor's Position (code)

If change in position requires new or changes access to MacVIP, complete appropriate form and forward to UTS.

E CHANGE TO EMPLOYEE ASSIGNMENT

<input type="checkbox"/> Additional Duties (attach description / list of duties)					
<input type="checkbox"/> Extension of Contract End Date		From (dd/mm/yyyy)		To (dd/mm/yyyy)	
<input type="checkbox"/> Rate Change		From \$ (hourly/salary)		To \$ (hourly/salary)	
<input type="checkbox"/> Benefit Group Override		Benefit Group		Expiry Date (dd/mm/yyyy)	
<input type="checkbox"/> Employee Schedule Override		Schedule code (if exists)		Expiry Date (dd/mm/yyyy)	
<input type="checkbox"/> Change Weekly Hours To Be Worked		From: _____ To: _____		Expiry Date (dd/mm/yyyy)	
M-F 35 hrs/wk (8:30-4:30)	M-F 37.5 hrs/wk (8:30-5:00)	M-F 40 hrs/wk (8:00-5:00)	Normal Full-time hours for this position: _____ Other schedules specify below		
Day	Start	End	Daily Hrs	Shift	
Sunday					Non-scheduled Working Hours Non-Working Months
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Total Weekly Hours					Schedule Attached
Additional Comments:					

F ACCOUNT INFORMATION / CHANGE TO ACCOUNT INFORMATION

	GL Account #1		GL Account #2	
	From	To	From	To
Current GL Account				
GL Account (#-#####-####)				
% Allocation				
Benefit Account Override (#-#####-####)				
Effective Date of Override (dd/mm/yyyy)				
Expiry Date of Override (dd/mm/yyyy)				

G AUTHORIZATION

Releasing Department (transfers only)	Ext	Name	Signature	Date (dd/mm/yyyy)	Email
Hiring Manager	Ext	Name	Signature	Date (dd/mm/yyyy)	Email
Research Office (University/FHS)	Ext	Name	Signature	Date (dd/mm/yyyy)	Email
Finance Office (University/FHS)	Ext	Name	Signature	Date (dd/mm/yyyy)	Email

H FOR HR USE ONLY

Completed By	Completion Date	Recruitment Post #
From Compensation Group	To Compensation Group	
Premium & Allowances Checked for Accuracy?	Copy to Benefits/Pension?	Copy to Payroll?
Comments		