

SUMMARY OF FORMS

New/revised form	Replaces current form	When to use	Initiator	Approver
Budget Form (Staff) Revised Budget Form (Faculty) Budget Form (Staff being paid from research account)	Budget Form N/A	<ul style="list-style-type: none"> ◆ Request to fill vacant or new position ◆ Extension of assignment ◆ Change of employee type from non-permanent to permanent ◆ Change from part-time to full-time 	Hiring Manager	<p>Staff: University Budgeting Manager or FHS Finance</p> <p>Faculty: President or Provost</p> <p>Research: Research Office (FHS/University)</p>
Recruit & Position Form	Notice of Vacancy (NOV) Form	<ul style="list-style-type: none"> ◆ Request to fill vacant/new position (submit with Budget form & job description) ◆ Request to change schedule for a position ◆ Request to change General Ledger account number for a position 	Hiring Manager	<p>Staff: Dept. Signing Authority</p> <p>FHS Staff: FHS Finance</p> <p>Faculty: Provosts Office</p> <p>Research: Research Office (FHS/University)</p>
Employee Contact & Deposit Information Form Employee Contact & Deposit Information Form – specific for CUPE 1 use	“Corporate Data” Form section - “Notice of Change of Payroll – Personnel Information”	<ul style="list-style-type: none"> ◆ If employee is new to McMaster (employee will complete this form during the hiring process) ◆ If employee is requesting change to demographic & banking information 	Employee	N/A

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Assignment Change Form	Portion of "Green Form"	<ul style="list-style-type: none"> ◆ Request compensation for additional duties ◆ Request to modify existing assignment, that is, rate, schedule, position group, benefit group, GL account, increase scheduled hours 	Department Manager	<p>Staff: Dept. Signing Authority</p> <p>FHS: FHS Finance</p> <p>Faculty: Provost's Office</p> <p>Research: Research Office (FHS/University)</p>
Termination Form	Portion of "Green Form"	Request to terminate employee from any position at the University	Department Manager	<p>Staff: Dept. Signing Authority</p> <p>FHS: FHS Finance</p> <p>Faculty: Provosts Office</p> <p>Research: Research Office (FHS/University)</p>
<p>Special Premium Payment Form</p> <p>Special Premium Payment Form for Multiple Employees (Excel Spreadsheet) -</p>	One Time Payment Form	Request payments that will be paid as "Special Premium" (do not need to submit hours worked for pay) e.g. Bonus	Department Manager	<p>Staff: Dept. Signing Authority</p> <p>FHS: FHS Finance</p>

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use when submitting several requests at the same time				Faculty: Provosts Office Research: Research Office (FHS/University)
Request for Access to MacViP Application	N / A	When requesting access to MacViP Application (New HR & Payroll System)	Department Authorizing Authority	Director or above
Request for Access to Candidate Hiring Application (CHA)	N / A	When requesting access to Candidate Hiring Application	Department Authorizing Authority	Director or above