

RECRUIT & POSITION FORM

Instructions

When to use this form:

Request to fill vacant/new position (submit with Budget form & job description) or
 Request to permanently change schedule for a position or
 Request to permanently change GL account number for a position.

A VACANCY

Indicate if vacancy will be posted or you wish to waive the posting for this vacancy.
 Select the type of request to be submitted from **ONE** of the following:

<u>New Position</u>	Use where the position does not currently exist in MacViP. If the position is new, record the date the position was approved as the " Effective Date " (DD/MM/YYYY). <i>NOTE: this date must not be later than the start date of the employee hired into this position.</i>	Not Mandatory
<u>Existing Position</u>	Use where the position currently exists in MacViP, and is vacant. If the position exists, record the previous incumbent's name and employee ID number (if applicable) in the " Previous Incumbent " field. <i>NOTE: The previous incumbent is not applicable for Temporary/Casual positions, which can have many incumbents at any given time.</i> Record the " Position Code " and " Job Code " in the appropriate fields.	Not Mandatory

B CHANGE EXISTING POSITION INFORMATION

<u>Change to Position</u>	Use where the request is to permanently change an attribute of a position. <i>Note: Any change to a position will result in changes to all employees attached to that position.</i> If requesting a change to position, list the current incumbent(s)' name and employee ID number in the " Current Incumbent " field. Record the " Position Code " and " Job Code " in the appropriate fields. <i>Note: Changes to a position other than "Position Title", "Supervisor", "GL account number" and "Schedule", will require the creation of a new position.</i>	Not Mandatory
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C POSITION INFORMATION

Complete **ALL** of the following fields:

<u>Position Title</u>	Record the employee's position as per MacViP. <i>Note: The "Position Title" is the name of the Department.</i>	Mandatory
<u>Job Title</u>	The official title of the job, as indicated on the Job Description or Job Content Questionnaire, or other appropriate document.	Mandatory
<u>Building Location</u>	The primary building where the job duties are performed.	Mandatory
<u>Mailstop</u>	Indicate the mailstop, including room number for the department.. <i>Note: Internal mail e.g. Pay statement will be delivered to this internal address.</i>	Mandatory
<u>Supervisor Name</u>	The primary supervisor responsible for the given position.	Mandatory
<u>Supervisor Position Code</u>	The position code for the Supervisor as per MacViP record.	Mandatory
<u>Permanent</u>	For job posting purposes. Use where the vacant position is continuous without a foreseeable end date. In this case, do not complete the " Period of Term " field.	Not Mandatory
<u>Limited Term</u>	For job posting purposes. Use where the vacant position has a limited term that is equal to or greater than twelve months. In this case, also complete the " Period of Term " field.	Not Mandatory
<u>Temporary</u>	For job posting purposes. Use where the vacant position has a limited term that is less than twelve months. In this case, also complete the " Period of Term " field.	Not Mandatory

D SCHEDULE INFORMATION

This section of the form is critical to ensuring accurate pay and an efficient time entry process. Choose **ONE** of the following:

<u>Full Time</u>	Use where the regular workweek is full time, as defined by the appropriate guidelines or
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*Department – Forward to Research/Finance Office for authorization
 Finance/Research Office - Forward to your Human Resources Services Area Office*

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	collective agreement governing the position (normally either 35, 37.5 or 40 hours per week).	Not Mandatory
<u>% Of Full Time</u>	Use where the regular workweek is less than full time, as defined by the appropriate guidelines or collective agreement governing the position. In this case, indicate the percentage of full time (total scheduled hours per week divided by total regular full time hours per week) in this field.	Not Mandatory
<u>Schedule</u>	Clearly and completely fill out the schedule chart to indicate the daily start and end time, and the total daily hours. Indicate the type of shift, day / evening / night / weekend days / weekend evenings / weekend nights / reactor operator. If the schedule rotation is more than seven days, attach a separate page detailing the full schedule.	Not Mandatory
<u>Non-Scheduled Working Hours</u>	Indicate if "working" hours will be non-scheduled, that is, "work hours are on as needed basis". Only applicable for casual positions. Employee will be assigned a schedule with "zero hours".	Not Mandatory
<u>Non-Working Month(s)</u>	Record the month(s) of the year when the position is not scheduled to work (i.e. in the case of Sessional assignments).	Not Mandatory
<u>Schedule Attached</u>	If the schedule rotation is more than seven days, attach a separate page detailing the full schedule.	Not Mandatory

E ACCOUNT INFORMATION

<u>GL Account</u>	Record the 10-digit General Ledger (GL) Account to which this position will be charged. If required, use the additional columns to record multiple GL Accounts.	Mandatory
<u>% Allocation</u>	Indicate the percent of the payment that will be charged to the GL account. If allocation is less than 100%, you must indicate the other GL(s) for splitting of the cost. Allocation must total 100%.	Mandatory
<u>Benefit Account Override</u>	Only record the 10-digit Benefit account number in this field if the account to which benefits are being charged is different from the standard Benefit account mapped to the labour account.	Not Mandatory
<u>Effective Date</u>	The date on which the account is authorized to cover salary and benefits for this position (DD/MM/YYYY).	Mandatory

F AUTHORIZATION

Complete in ALL cases. Budget Unit Manager signs to authorize the request made on this Recruit and Position Form.

<u>Department</u>	Department name of the signing authority.	Mandatory
<u>Research Office</u>	Research office (University or Faculty of Health Science (FHS)) authorization is required when using a research account (ledger 5 and ledger 8).	Mandatory (for research account)
<u>FHS Finance Office</u>	Faculty of Health Science (FHS) Finance office authorization is required when using FHS account.	Mandatory (for FHS account)
<u>Ext.</u>	Indicate the extension of the signing authority.	Mandatory
<u>Name</u>	Name of signing authority.	Mandatory
<u>Signature</u>	Signature of signing authority. If you have more than one GL account, you must have the signing authority for all the GL accounts.	Mandatory
<u>Date</u>	Date of signing authority signature.	Mandatory