

**When to use this form:**

Request to change position; or

When requesting modification to existing assignment e.g., rate, schedule, GL account, etc; or

When requesting compensation for additional duties.

Request to terminate employee from specified position(s) at the University.

### A EMPLOYEE INFORMATION

<b>Employee ID</b>	Record the employee's 7-digit McMaster employee ID number. If employee does not have an ID, please forward applicable form(s) to create employee information in MacViP.	Mandatory
<b>First Name &amp; Initial(s)</b>	Employee first name and middle initial(s) as per MacViP records.	Mandatory
<b>Surname</b>	Employee surname as per MacViP record.	Mandatory
<b>Department Name</b>	Employee department as per MacViP record.	Mandatory

### B REQUEST TYPE

<b>Termination</b>	Request to terminate employee from specified position(s) at the University	Not Mandatory
<b>Modify Current Assignment</b>	Request to change position; Request modification to existing assignment (e.g., rate, schedule, GL account, etc.); Request compensation for additional duties.	Not Mandatory
<b>Current GL Account</b>	Record the current 10-digit General Ledger (GL) Account from which charges currently occur.	Mandatory

### C TERMINATION

<b>Effective Date of Termination</b>	Indicate the effective date of the termination of employment at McMaster University (dd/mm/yyyy)	Mandatory
<b>Last Day Worked</b>	Indicate the last date worked (dd/mm/yyyy). This date may be the same as the effective date of position termination.	Mandatory
<b>Position Code(s)</b>	Indicate the employee's 5-digit position code within your department.	Mandatory
<b>Remaining Vacation Days for the Calendar Year</b>	Only applicable for <b>regular</b> employees. Indicate the number of vacation days that are owing for the calendar year to the employee. If the employee has used all entitled vacation days, indicate zero.	Not Mandatory
<b>Earned Vacation Days for Current Benefit Year</b>	Only applicable for <b>regular</b> employees. Indicate the number of vacation days that are owing for the current benefit year to the employee. If the employee has used all entitled vacation days, indicate zero.	Not Mandatory
<b>Reason for Termination</b>	Indicate the reason for the position termination e.g. Employee resigns, end of contract...	Mandatory
<b>Comments</b>	Include any comments e.g. if last date worked is later than contract end date.	Not Mandatory

### D MODIFY CURRENT ASSIGNMENT / CHANGE POSITION CODES

<b>Effective Date</b>	Record the first day the change will come into effect (dd/mm/yyyy)	Mandatory
<b>From Position Code</b>	Record the employee's current MacViP position code.	Not Mandatory
<b>To Position Code</b>	Record the employee's new MacViP position code.	Not Mandatory
<b>Reason for Change</b>	Indicate the reason for changing the position e.g. Position Account/Override, Re-evaluation, etc.	Mandatory
<b>Remaining Vacation Days for the Calendar Year</b>	Only applicable for <b>regular</b> employees. Indicate the number of vacation days that are owing for the calendar year to the employee. If the employee has used all entitled vacation days, indicate zero.	Not Mandatory
<b>Earned Vacation Days for Current Benefit Year</b>	Only applicable for <b>regular</b> employees. Indicate the number of vacation days that are owing for the current benefit year to the employee. If the employee has used all entitled vacation days, indicate zero.	Not Mandatory
<b>Personal Days</b>	Indicate if any personal days or Management Compensation Days are outstanding.	Not Mandatory
<b>Other (#)</b>	Any other outstanding day, eg., lieu time.	Not Mandatory
<b>Specify "Other"</b>	Describe the type of 'other' time.	Not Mandatory

### **E CHANGE TO EMPLOYEE ASSIGNMENT**

<b>Additional Duties</b>	Check where the employee will temporarily take on additional duties while maintaining his/her current assignment. Attach a description of the additional duties to this form. <i>NOTE that your Human Resources Area Office will advise of an appropriate rate/salary adjustment, if applicable.</i>	Not Mandatory
<b>Extension of Contract End Date</b>	Check if the request is to modify the employee's contract end date for a specific position. Indicate the current contract end date in the "From" field and the contract extension date in the "To" field.	Not Mandatory
<b>Rate Change</b>	Check where the employee will receive a rate/salary change due to an Anomaly Adjustment (TMG) or an Accelerated Step Progression (CAW). Record the current rate in the "From" field, and the new rate in the "To" field.	Not Mandatory
<b>Benefit Group Override</b>	Check where the employee will temporarily be included in a different Benefit Group. Record the new "Benefit Group" code in the appropriate field. Record the last day the employee will be included in the new Benefit Group in the "Expiry Date" field (dd/mm/yyyy).	Not Mandatory
<b>Employee Schedule Override</b>	Check where the employee's schedule of hours is to be changed for a temporary period of time that is <b>at least three months</b> in duration. Record the new "Schedule Code" (if it currently exists in MacViP) in the appropriate field. Record the last day the employee will work the new schedule in the "Expiry Date" field (dd/mm/yyyy).	Not Mandatory
<b>Change Weekly Hours to be Worked</b>	Check where the employee's weekly hours of work are to be changed for a temporary period of time (at least 3 months in duration). <i>NOTE: Appropriate notice must be given for changes in hours, in accordance with applicable Collective Agreements. Consult with your Human Resources Area Office for advice.</i> Record the current total weekly hours in the "From" field, and the new total weekly hours in the "To" field. Record the expiry date of this temporary change in schedule. Where hours are changed, also complete the "Position Schedule Override" section.	Not Mandatory
<b>Schedule</b>	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
<b>Non-Scheduled Working Hours</b>	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
<b>Non-Working Month(s)</b>	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
<b>Schedule Attached</b>	If the schedule rotation is more than seven days, attach a separate page detailing the full schedule.	Not Mandatory

### **F ACCOUNT INFORMATION / CHANGE TO ACCOUNT INFORMATION**

**Complete ONLY if the account from which the employee is being paid is to be temporarily changed.**

<b>Current GL Account</b>	Record the current 10-digit General Ledger (GL) Account from which charges currently occur.	Not Mandatory
<b>From GL Account</b>	Record the current 10-digit General Ledger (GL) Account from which charges currently occurred. If required, use the additional columns to record multiple GL Accounts.	Not Mandatory
<b>To GL Account</b>	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.	Not Mandatory
<b>% Allocation</b>	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. <b>Allocation must total 100%.</b>	Not Mandatory
<b>Benefit Account Override</b>	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
<b>Effective Date of Override</b>	The date on which the account is authorized to cover salary and benefits for this position (dd/mm/yyyy).	Not Mandatory
<b>Expiry Date of Override</b>	The last date on which the account is authorized to cover salary and benefits for this position (dd/mm/yyyy). <i>NOTE: Expiry date must correspond to the employee contract end date and must be at the end of a pay period.</i>	Not Mandatory

**G AUTHORIZATION**

**Complete in ALL cases. Budget Unit Manager signs to authorize the request made on this Assignment Change Form.**

<b>Releasing Department</b>	Department name of signing authority.	Mandatory
<b>Hiring Manager</b>	Department name of signing authority.	Mandatory
<b>Research Office</b>	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)
<b>Finance Office</b>	Faculty of Health Science (FHS) Finance office authorization is required when using FHS account.	Mandatory (for operation account)
<b>Extension</b>	Indicate the extension of the signing authority.	Mandatory
<b>Name</b>	Indicate the name of the signing authority.	Mandatory
<b>Signature</b>	Signature of the signing authority. If you have more than one GL account, you must have the signing authority of all the GL accounts.	Mandatory
<b>Date</b>	Date of signing authority signature.	Mandatory
<b>Email</b>	McMaster email of signing authority.	Mandatory