

## RECRUIT & POSITION FORM

<b>A VACANCY</b>			
Post		Waive Posting	
New Position	Effective Date (dd/mm/yyyy)	New Position Code	
Existing Position	Previous Incumbent Name & ID	Position (code)	Job (code)

<b>B CHANGE EXISTING POSITION INFORMATION</b>			
Effective Date of Change (dd/mm/yyyy)		Re-evaluation request	
Current Incumbent <i>(attach list if there are more than one)</i>	Incumbent Employee ID	Position (code)	Job (code)

<b>C POSITION INFORMATION</b>			
Position Title (dept.)		Job Title	
Building Location	Mailstop	New Job Code	
Supervisor Name		Supervisor Position (code)	
Permanent	Limited Term	Temporary	Period of Term (dd/mm/yyyy) From _____ To _____

<b>D SCHEDULE INFORMATION</b>						
Full Time			Part Time			
			% of Full Time		Full Time Hours	
DAY	START	END	DAILY HRS	SHIFT	Non-Scheduled Working Hours	
Sunday					Non-Working Month(s)	
Monday						
Tuesday						
Wednesday						
Thursday						
Friday					Existing Schedule (code)	New Schedule Code
Saturday						
Total Weekly Hours					Schedule Attached	

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



## RECRUIT & POSITION FORM

E ACCOUNT INFORMATION		
	GL Account 1	GL Account 2
GL Account (# ##### -####)		
% Allocation		
Benefit Account Override (# ##### -####)		
Effective Date (dd/mm/yyyy)		

F AUTHORIZATION				
Department	Ext.	Name	Signature	Date (dd/mm/yyyy)
Research Office (University / FHS)	Ext.	Name	Signature	Date (dd/mm/yyyy)
Finance Office (University / FHS)	Ext.	Name	Signature	Date (dd/mm/yyyy)

FOR HR USE ONLY			
<input type="checkbox"/> Assess for Placement / Layoff			
Organization Type	Comp Group	Grade/Band	Step
JCQ No.	Position Group for Time Capture	Position Group for Attendance Mgmt.	Personal Service Unit (PSU)
Employee ID	Employee Name		Hourly Rate/Salary
Start Date (dd/mm/yyyy)	Job Title	Schedule Start Sequence	Contract End Date (if applicable)
Internal	<input type="checkbox"/> Promotion	<input type="checkbox"/> Lateral Move	External Source
	<input type="checkbox"/> Demotion	<input type="checkbox"/> Casual / Temp	
Completed By		Completion Date (dd/mm/yyyy)	Sign-In Date (dd/mm/yyyy)

*Department – Forward to the appropriate Research or Finance Office for authorization.  
 Research or Finance Office – Forward to your Human Resources Services Area Office  
 (2)*