

## HR EVENT FORM

A EMPLOYEE INFORMATION			
Person ID:	First Name:	Surname:	
Department Description:		Department ID	
B EVENT			
<b>EFFECTIVE DATE OF EVENT (yyyy/mm/dd):</b>			
<input type="checkbox"/> Vacancy  <input type="radio"/> Post <input type="radio"/> Waive Posting <i>(Contact HR)</i> <input type="radio"/> N/A (Example Temp)  <i>(complete sections C-F as applicable)</i>	<input type="radio"/> New Position A) Is proposed position included in most recent budget proposal <input type="radio"/> Y or N <input type="radio"/> N (If No, fill out comments on funding source & budget impact)  B) Reason for New Position:  <input type="radio"/> Existing Position <i>(Replacement)</i>  Employee Group:	# Of Hires Required For This Vacancy: <input style="width: 40px;" type="text"/>	JD#: <i>(please attach job description)</i>  Grade/Band:
<input type="checkbox"/> Change to Employee Assignment <input type="radio"/> Temporary Additional Duties <i>(attach description/list of duties)</i> <input type="radio"/> Temporary Transfer <input type="radio"/> Extension of Contract End Date <input type="radio"/> Rate Change <input type="radio"/> Other		Reason for Change:  From (yyyy/mm/dd):      To (yyyy/mm/dd):  From \$ (hourly/salary):      To \$ (hourly/salary):	
<input type="checkbox"/> Termination	Last Day Worked (yyyy/mm/dd):	Position Code:	Reason for Termination:
Remaining Outstanding Vacation Days for Current Calendar Year <i>(please note: vacation will be paid out on accrued earnings between July 1 and termination date for next vacation year, unless otherwise noted):</i>			
Comments:			
C POSITION INFORMATION <i>(for vacancies and changes to existing position information)</i>			
Department Name and Department Code		Position Code:	
<input type="radio"/> Continuing <input type="radio"/> Student <input type="radio"/> Short-Term (STE)	<input type="radio"/> Limited Term <input type="radio"/> Seasonal <i>(Please list Non-Working Months):</i>	<input checked="" type="radio"/> Temporary Period of Term (yyyy/mm/dd): From:      To:	
<p><b>Requests for a new position and for updating position attributes should now be submitted via the Request New Position or Request Position Update eForm in Mosaic.</b></p> <p><b>For more information visit the Mosaic HR eForms website: <a href="http://mcmaster.ca">Mosaic HR eForms - Position Management - Human Resources (mcmaster.ca)</a></b></p>			

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<b>D SCHEDULE INFORMATION (for sections (i) or (ii) above)</b>								
<input type="radio"/> Full Time <input type="radio"/> Part Time			Normal Full Time Weekly Hrs For This Position <i>(please complete regardless if FT or PT)</i> :					
<input type="radio"/> Temporary Schedule Override <input type="radio"/> Permanently Change Weekly Hours to be Worked <i>(please attach employee consent or contact HRS, if applicable)</i>					From (yyyy/mm/dd):		To (yyyy/mm/dd):	
<input type="radio"/> M-F Days 35 hrs/wk <input type="radio"/> M-F Days 40 hrs/wk <input type="radio"/> Other <i>(Specify Below or Attach)</i>			<input type="radio"/> M-F Days 37.5 hrs/wk <input type="radio"/> Non-Scheduled Working Hours					
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Weekly Hours
# of Hours Day								
# of Hours Evening								
# of Hours Night								
Total Daily Hours								
<b>E ACCOUNT INFORMATION</b>								
<b>Chartfield String</b>	<b>Fund</b>	<b>Account</b>	<b>Department</b>	<b>Program Code</b>	<b>PC Business Unit</b>	<b>Project</b>	<b>% Allocation (Must equal 100%)</b>	
<b>Current</b>								
<p>Please note: Current Chartfield information is for approval reference purposes only as this form is no longer used for updates or changes to a combination code.</p> <p>Requests for updating position attributes, including chartfield changes, should now be submitted via the Request Position Update eForm in Mosaic.</p>								
<b>F POSITION HIERARCHY INFORMATION</b>								
<p>Requests for a new position and for updating position attributes should now be submitted via the Request New Position or Request Position Update eForm in Mosaic.</p> <p>For more information visit the Mosaic HR eForms website: <a href="http://mcmaster.ca/MosaicHR">Mosaic HR eForms - Position Management - Human Resources (mcmaster.ca)</a></p>								
<b>G AUTHORIZATION (mandatory)</b>								
<p><i>This form should contain the required signatures, in accordance with the Execution of Instruments document and all HR Compensation Protocols and Guidelines.</i></p>								
Department Approver		Ext.	Name		Signature		Date (yyyy/mm/dd)	
<input type="checkbox"/> Budget Unit Authority <input type="checkbox"/> Envelope Manager		Ext.	Name		Signature		Date (yyyy/mm/dd)	
Senior Officer <i>(For all Academic Areas – Provost of Delegate)</i>		Ext.	Name		Signature		Date (yyyy/mm/dd)	
<input type="checkbox"/> Research Office <input type="checkbox"/> Finance Office <i>(as applicable)</i>		Ext.	Name		Signature		Date (yyyy/mm/dd)	
<b>H FOR HR USE ONLY</b>								
Posting Req#		EE Name and ID#:		Hourly Rate/Salary:	Step:	Comments:		
Completed By:		Completion Date:		Entered into: HRIS <input type="checkbox"/> Sun Life <input type="checkbox"/> Active member of Pension Plan <input type="checkbox"/> ROE completed <input type="checkbox"/>				