

HR EVENT FORM

A EMPLOYEE INFORMATION			
	Person ID:	First Name:	Surname:
	Department Description:		Department ID
B EVENT			
EFFECTIVE DATE OF EVENT (yyyy/mm/dd):			
(i) <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"/> Other	Reason for Change:		Position Code:
	From (yyyy/mm/dd):		To (yyyy/mm/dd):
	From \$ (hourly/salary):		To \$ (hourly/salary):
(ii) <input type="checkbox"/> Non-FHS FACULTY Resignation, Retirement or Appointment Lapse <ul style="list-style-type: none"> For FHS faculty resignations and retirements please click here. ALL OTHER terminations, including retirements should now be submitted via the new Termination or Retirement eForm in Mosaic. (<i>For more information visit the Mosaic HR eForms website</i>) 			
	Last Day Worked (yyyy/mm/dd):	Position Code:	Reason for Departure:
Comments:			
C POSITION INFORMATION (for Temporary Transfers only)			
Department Name and Department Code		Position Code:	
Period of Term (yyyy/mm/dd):			
From:		To:	
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 . (<i>For more information visit the Mosaic HR eForms website</i>)			

HR EVENT FORM

D SCHEDULE INFORMATION (for Temporary Transfers only)										
<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> :							
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"/> M-F Days 37.5 hrs/wk <input type="radio"/> Non-Scheduled Working Hours			<input type="radio"/> Other (Specify Below or Attach)				
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Weekly Hours		
# of Hours Day										
# of Hours Evening										
# of Hours Night										
Total Daily Hours										
E ACCOUNT INFORMATION										
Chartfield String	Fund	Account	Department	Program Code	PC Business Unit	Project	% Allocation (Must equal 100%)			
Current										
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.										
Requests for updating position attributes, including chartfield changes, should now be submitted via the Request Position Update eForm in Mosaic .										
F POSITION HIERARCHY INFORMATION										
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. <i>(For more information visit the Mosaic HR eForms website)</i>										
G AUTHORIZATION (mandatory)										
<i>This form should contain the required signatures, in accordance with the Execution of Instruments document and all HR Compensation Protocols and Guidelines.</i>										
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)						
H FOR HR USE ONLY										
Posting Req#	EE Name and ID#:		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"/>							

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