Request for Set-Up or Change of a Job in HRIS

Requests to add, change or delimit a job classification must be initiated and approved by

- the Provost Office   for academic, librarian, research associate and executive jobs
- HR   for admin. non-union jobs
- Labour Relations   for union jobs
- Library   for CUPE 1230 jobs

Please complete all sections and send the form to hris.help@utoronto.ca or fax to 416-971-2426.
If you have any questions regarding the completion of this form, use the HRIS Help form.

> Job Information   Please check one: new ( ) or change ( ) or delimit ( )

- *To request the creation of a new job, please complete ALL fields below.*
- *To request a change, please indicate the job code and the changes only.*
- *To request that a job be delimited, please ensure that there are no active positions in the job.*

Effective Date			- new/change: use a pay period start date - delimit: use the last day of a month
Job Code (leave blank, if new)			
Job Name (max. **40** characters)	from		
	to		
Job Abbreviation (max. **12** characters)			- if left blank, will be chosen by AMS

> Please provide the Classification Description to HR - Compensation: 215 Huron St, 8th floor

NOC	*leave blank (to be determined by HR)*
EEOG	*leave blank (it defaults based on the NOC)*

> Payment Related Information, i.e. this job is appropriate for the following

Personnel Area	
Personnel Subarea	
Pay Scale Group	
Salary Range (if monthly)	
Hourly Rate (if biweekly)	

> Other

Supporting Document e.g. Collective Agreement	
Copy of supporting document provided	**Please check yes ( ) or no ( )**
Comments / Restrictions	

Request submitted by:		Submitted on:	
Telephone number:			
Authorized by:		**Authorized on:**	

> For Internal Use Only:			
Updated by:		*Updated on:*	
Updated by:			

Last modified by AMS, Jan, 2011