

Request for Set-Up or Change of an Organizational Unit in HRIS

Requests to establish new Organizational Units (departments) or change information of existing units in HRIS must be approved by a Senior Business Officer for the Faculty/Division/School/College.

Please complete all sections and send the form to hris.help@utoronto.ca

If you have any questions regarding the completion of this form, use the [HRIS Help form](#).

> Org. Unit Information check new () or change () or delimit ()

- **To request the creation of a new org. unit, please complete ALL fields below.**
- **To request a change, only complete the sections with changes.**

Effective Date (first or last day of a month)			
Org. Unit Code (leave blank, if new)			
Org. Unit Name (max. 40 characters)	<i>from</i>		
	<i>to</i>		
Org. Unit Abbreviation (max. 5 characters) <i>AMS will obtain final approval from ROSI</i>	<i>from</i>		<i>to</i>
Code & Name of the org. unit it reports to	<i>from</i>		
	<i>to</i>		
Default Cost Centre	<i>from</i>		<i>to</i>
Does the Org Unit Name need to be reflected In Taleo (UTORecruit)	yes () no ()		
Which Decentralized HR Office is responsible for this Org Unit?			
> Departmental Mailing Address			
House Number / Street			
Address Supplement: (e.g. Building Name)			
City, Province			
Postal Code			
> Department Contact			
Personnel Number and Name			
> Position Requirements - for positions that are maintained by AMS Note: Attach excel sheet for more than one position request)			
set of Teaching Assistant positions	Add: yes () no () or Delimit ()		
set of Student/Fellow positions	Add: yes () no () or Delimit ()		
set of <u>casual</u> non-union positions i.e., 1 biweekly and 4 monthly positions.	This set of positions is mandatory for each org. unit and is automatically created by AMS when the org. unit is created.		
Other positions ADD			
Other positions DELIMIT			

For HRIS Access to New Organizational Unit(s)

Complete a **Request for Setup or Change – Administrative Management Systems (AMS) Form** for each member of the department requiring access to display/update HRIS information for that Organizational Unit. <https://easi.its.utoronto.ca/access/ams-system-forms/>. Complete sections 1, 2, 7, 8, 9 and email to access.easi@utoronto.ca

For a list of Decentralized HR contacts see <http://contact.hrandequity.utoronto.ca/staff-directory/>

Request submitted by:		Submitted on:	
Telephone Number:			
Authorized by:		Authorized on:	