

Last Name	First Name	Employee No.	Location
-----------	------------	--------------	----------

Employee Status: (Please indicate employee's current position)

☐ Regular
 ☐ Term
 ☐ Casual
 ☐ Full Time
 ☐ Part Time

Is this person a retiree? ☐ Yes ☐ No

TYPE OF CHANGE(S) PROPOSED:

Select all that apply.

Pay Rate <i>Incl. Acting</i> Complete Sections 1, 5	Position <i>e.g. Secondment</i> <i>e.g. Supervisor</i> Complete Sections 2, 5	Hours of Work <i>Incl. Extension</i> <i>Incl. Additional Hours</i> Complete Sections 3, 5	Location Complete Section 4	ORACLE Coding & Funding Complete Section 5
--	---	---	---------------------------------------	--

Section 1: PAY RATE CHANGE

	Begin Date	End Date	Current Barg Unit	Current Pay Band	Current Pay Step	Current Amount	Proposed Barg Unit	Proposed Pay Band	Proposed Pay Step
Acting*									
	Current Position Title					Proposed Position Title			
Supplementary Pay			N/A						

Section 2: CHANGE TO POSITION AND SUPERVISOR

	Begin Date	End Date	Current Position No.	Proposed Position No.	Current Supervisor Position No.	Proposed Supervisor Position No.	Reason/Justification - Please provide details
Secondment*							
Dept - Reassignment							

Section 3: HOURS OF WORK CHANGE

	Begin Date	End Date	Current Weekly Hours	Proposed Weekly Hours	Reason/Justification – Please provide details
Extension			N/A	N/A	
Additional Hours					
Decrease in Hours					

Section 4: LOCATION OF WORK CHANGE

	Effective Date	End Date	Current Location	Proposed Location	Reason/Justification
Location		N/A			

Section 5: ORACLE CODING & FUNDING CHANGE

	Org	Prog	Sub	Task	Opt	Act	Begin Date	End Date or N/A
Current ORACLE Code							N/A	N/A
Proposed ORACLE Code								

How is this position funded?	Funding exists in Proposed coding?		If no, describe funding plan
	Yes	No	

WORKFLOW: REVIEW AND APPROVAL

Print	OPT MGR	Signature	Date
Print	ORG MGR	Signature	Date
Print	Team Finance	Initial	Budget Verified? Coding Verified?
Print	PPL. if appro.	Signature	Date
	MGR (Resource & Employee Learning)	Signature	Date

*= Item shall be reviewed by Director of Employee Engagement & Culture prior to implementation.