



RECRUIT & POSITION FORM

(Request from Department to post a vacancy or create a new position/modify an existing position)

E AUTHORIZATION

DEPARTMENT	EXT.	NAME	SIGNATURE	DATE
RESEARCH OFFICE (UNIVERSITY/FACULTY OF HEALTH SCIENCE (FHS))	EXT.	NAME	SIGNATURE	DATE
FHS FINANCE OFFICE	EXT.	NAME	SIGNATURE	DATE

FOR HR USE ONLY

POSITION CODE	JOB CODE	COMP GROUP	GRADE/BAND	SCHEDULE CODE	PSU
RECRUITMENT POSTING NO.	EMPLOYEE NAME	EMPLOYEE ID	START DATE		
COMMENTS					

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Instructions

When to use this form:

Request to fill vacant/new position (submit with Budget form & job description) or
 Request to change schedule for a position or
 Request to change GL account number for a position.

A VACANCY

Select the type of request to be submitted from **ONE** of the following:

<u>New Position</u>	Use where the position does not currently exist in MacViP. If the position is new, record the date the position was approved as the " Effective Date " (DD/MM/YYYY). <i>NOTE: this date must not be later than the start date of the employee hired into this position.</i>	Not Mandatory
<u>Existing Position</u>	Use where the position currently exists in MacViP, and is vacant. If the position exists, record the previous incumbent's name and employee ID number (if applicable) in the " Previous Incumbent " field. <i>NOTE: The previous incumbent is not applicable for Temporary/Casual positions, which can have many incumbents at any given time.</i> Record the " Position Code " and " Job Code " in the appropriate fields.	Not Mandatory
<u>Change to Position</u>	Use where the request is to permanently change an attribute of a position. <i>NOTE: Any change to a position will result in changes to all employees attached to that position.</i> If requesting a change to position, list the current incumbent(s)' name and employee ID number in the " Current Incumbent " field. Record the " Position Code " and " Job Code " in the appropriate fields.	Not Mandatory
NOTE:	Changes to a position other than " Position Title ", " Supervisor ", " GL account number " and " Schedule ", will require the creation of a new position.	

B POSITION INFORMATION

Complete **ALL** of the following fields:

<u>Position Title</u>	Record the employee's position as per MacViP. <i>Note that the "Position Title" is the name of the Department.</i>	Mandatory
<u>Job Title</u>	The official title of the job, as indicated on the Job Description or Job Content Questionnaire, or other appropriate document.	Mandatory
<u>Building Location</u>	The primary building where the job duties are performed.	Mandatory
<u>Supervisor Name</u>	The primary supervisor responsible for the given position.	Mandatory
<u>Supervisor Position Code</u>	The MacViP code for the position of the Supervisor named above.	Mandatory
<u>Permanent</u>	For job posting purposes. Use where the vacant position is continuous without a foreseeable end date. In this case, do not complete the " Length of Term " field.	Not Mandatory
<u>Limited Term</u>	For job posting purposes. Use where the vacant position has a limited term that is equal to or greater than twelve months. In this case, also complete the " Length of Term " field.	Not Mandatory
<u>Temporary</u>	For job posting purposes. Use where the vacant position has a limited term that is less than twelve months. In this case, also complete the " Length of Term " field.	Not Mandatory

C SCHEDULE INFORMATION

This section of the form is critical to ensuring accurate pay and an efficient time entry process. Choose **ONE** of the following:

<u>Non-Scheduled Working Hours</u>	Indicate if "working" hours will be non-scheduled, that is, "work hours are on as needed basis". Only applicable for casual positions.	Not Mandatory
<u>Full Time</u>	Use where the regular workweek is full time, as defined by the appropriate guidelines or collective agreement governing the position (normally either 35, 37.5 or 40 hours per week).	Not Mandatory

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<u>% Of Full Time</u>	Use where the regular workweek is less than full time, as defined by the appropriate guidelines or collective agreement governing the position. In this case, indicate the percentage of full time (total scheduled hours per week divided by total regular full time hours per week) in this field.	Not Mandatory
<u>Schedule</u>	Clearly and completely fill out the schedule chart to indicate the daily start and end time, and the total daily hours. Indicate the type of shift, day / evening / night / weekend days / weekend evenings / weekend nights / reactor operator. If the schedule rotation is more than seven days, attach a separate page detailing the full schedule.	Not Mandatory
<u>Non-Working Day(s)</u>	Record the day(s) of the week when the position is not scheduled to work.	Not Mandatory
<u>Non-Working Month(s)</u>	Record the month(s) of the year when the position is not scheduled to work (i.e. in the case of Sessional assignments).	Not Mandatory

D ACCOUNT INFORMATION

<u>GL Account</u>	Record the 10-digit General Ledger (GL) Account to which this position will be charged. If required, use the additional columns to record multiple GL Accounts.	Mandatory
<u>% Allocation</u>	Indicate the percent of the payment that will be charged to the GL account. If allocation is less than 100%, you must indicate the other GL(s) for splitting of the cost. Allocation must total 100%.	Mandatory
<u>Benefit Account</u>	Only record the 10-digit Benefit account number in this field if the account to which benefits are being charged is different from the standard Benefit account mapped to the labour account.	Not Mandatory
<u>Effective Date</u>	The date on which the account is authorized to cover salary and benefits for this position (DD/MM/YYYY).	Mandatory
<u>Name of Account Signing Authority</u>	Record the name of account signing authority. Please print clearly.	Mandatory
<u>Signature and Date</u>	Appropriate authority signs to approve the account information.	Mandatory

E AUTHORIZATION

Complete in ALL cases. Budget Unit Manager signs to authorize the request made on this Recruit and Position Form.

<u>Department</u>	Department name of the signing authority.	Mandatory
<u>Research Office</u>	Research office (University or Faculty of Health Science (FHS)) authorization is required when using a research account	Mandatory (for research account)
<u>FHS Finance Office</u>	Faculty of Health Science (FHS) Finance office authorization is required when using FHS account.	Mandatory (for FHS account)
<u>Ext.</u>	Indicate the extension of the signing authority.	Mandatory
<u>Name</u>	Name of signing authority.	Mandatory
<u>Signature</u>	Signature of signing authority. If you have more than one GL account, you must have the signing authority for all the GL accounts.	Mandatory
<u>Date</u>	Date of signing authority signature.	Mandatory