



Position Change Form

It is recommended to use this form in Adobe Acrobat Reader. Completed and signed forms can be scanned and forwarded to jobevaluation@uwaterloo.ca in Human Resources.

Change Request Reason:

- Position Details Update
- Job evaluation request

To be included with job evaluation request:

- Revised Job description attached (*Must be in .doc or .docx format. PDF files will not be accepted*)
- Current and proposed organization chart attached
- The Department Head/Executive Officer signature on the Accounting Flexfield confirms the job description accurately reflects the role to be completed by the incumbent listed on this form

Note: net-new positions are now identified through the UWaterloo Talent Acquisition System (iCIMS)

Position Details Update Examples: hours of work, reports to change, title change, minor job description updates
 Job Evaluation Request Examples: significant accountabilities change, Policy 5 requests

Position Details:

Position number of role to be changed: Incumbent name:

Requestor: Email: Ext.

Complement: Paygroup: Proposed Grade:

Contingent on Funding Regular Recurring (CUPE) Group Leader/Shift Supervisor (CUPE)

Indicate schedule in Special Conditions below

Changes to position information:

Position trait	Current	New <i>(leave blank if no change to be made)</i>
Title	<input type="text"/>	<input type="text"/>
Organization Unit Number	<input type="text"/>	<input type="text"/>
Department name	<input type="text"/>	<input type="text"/>
Building code	<input type="text"/>	<input type="text"/>
Part-time/Full-Time	<input type="text"/>	<input type="text"/>
Full-time hours per week	<input type="text"/>	<input type="text"/>
Part-time hours per week	<input type="text"/>	<input type="text"/>
Full-time Equivalent (FTE)	<input type="text"/>	<input type="text"/>
Reports to position number	<input type="text"/>	<input type="text"/>
Reports to name	<input type="text"/>	<input type="text"/>
Total number of direct reports	<input type="text"/>	<input type="text"/>
Position #(s) of direct report(s)	<input type="text"/>	<input type="text"/>
Special Conditions:	<input type="text"/>	



For Job Evaluation Request Only:

List the summary of major job changes.

Funding Source - Accounting Flexfield (AFF):

1. Funding Type:

%								
	ORG UNIT	ACTIVITY	FUND	FUND CLASS	PROJECT	OBJECT	PRODUCT	PHASE

Signing Authority: *(required if different than department head approver below)*

Employee #: Name: Signature:

2. Funding Type:

%								
	ORG UNIT	ACTIVITY	FUND	FUND CLASS	PROJECT	OBJECT	PRODUCT	PHASE

Signing Authority: *(required if different than department head approver below)*

Employee #: Name: Signature:

Approvals:

	Name	Signature	Date (mm/dd/yyyy)
Department Head			
Office of Research <small>(for research funded roles only)</small>			
HR Advisor			
Job Evaluation			

For HR Use Only

Job Code: NOC: Salary Admin Plan:

Distribution: Job Evaluation, Requestor, Finance