

Human Resource Action Form

**Gray Section for
HR/Payroll Use Only**

Site/Facility			
1. Employee Data	Employee #	Last Name	First Name
	Initial		
	Dept ID	Department Name	Combination Code (Acct Code)

2. Request for Staff	New Position Yes ☐	Dept ID	Department Name	Combination Code (Acct Code)
	Job Code	Position #	Position Title	Position FTE
	Reason for Posting		Employee #	Employee Being Replaced
	Union			
	Perm ☐	Temp ☐	Full-Time ☐	Part-Time ☐
	Casual ☐	Workforce Planning Checklist (WPC) Completed? No		
	Specify Shifts (if applicable)			
Special Qualifications (if applicable)				
Date Required		End Date (if Temp Assg)	Reports To (Manager's Name and Empl #)	
Job Opening #		HR initials	Date Manager Approved: ☐	Date Sent to PSC for posting: ☐
Employee Acceptance Entered ☐				

3. Leave Of Absence	With Pay ☐	W/O Pay ☐	Last Shift Worked	Last Shift Paid	Dates: (from) (to)
	Union	Article #	Reason		

4. Termination	Termination Date	Last Shift Worked	Last Shift Paid	Reason
	Forwarding Address			Severance or Retirement Allowance: Attached ☐ Not Eligible ☐ To Follow ☐

5. Transfer/ Rehire	Rehire ☐	Transfer ☐	CUPE Art 56 ☐	PEINU Art 16/17 ☐	Return from Leave (Type of Leave) ☐	Line Share (contract attached) ☐
	Effective Date – MM/DD/YY	Job Code	Classification	Perm ☐	Temp ☐	Casual ☐

6. Job Data	New Empl ☐	Reclass ☐	Step Progression ☐	Deferred Salary ☐	Other ☐	Rec No.	Org Instance	Rec No.	Org Instance		
	Contract (Type of Contract) _____					From	Perm ☐	Temp ☐	Casual ☐	Ft ☐	Pt ☐
	Contract # (if applicable) _____					To	Perm ☐	Temp ☐	Casual ☐	Ft ☐	Pt ☐
	Effective Date – MM/DD/YY	Location Code	Job Code	Classification	Home/Host:						
Action:	Reason:	Pay Group	Grade	Step	Hrly Rate	Verified ☐	Time Reporter Workgroup				

7. Personal Data	Address (civic):			City	Prov.	Postal Code:
	Telephone - Home:	Cell:	Other:	Birth Date	MM	DD
	Email address:			New Surname (copy of SIN card required)		
	In Case of Emergency Notify:			Relationship	Tel. Home	Tel. Work/Cell

8. Payroll	ROE Request Only ☐	Details of ROE Break	Date EI payable:	☐ ROE Generated
	Termination/ Payouts	☐ Stat _____ ☐ Float _____ ☐ TIL _____ ☐ VAC _____ ☐ Smoothing _____ ☐ Health Club _____ ☐ RIS _____ ☐ R/C _____ hours ☐ R/C \$ _____ ☐ Clear banks (Sick & Vacation) _____		
		STF Payline: _____ VCL Payline: _____		
	☐ Create General Deductions ☐ Arrears ☐ Clear SAP - New Perm EE ☐ Banking Info Entered			

Comments			Manage Hires ☐	Onboarding Docs/CRC rec'd ☐
			Job Data ☐	Search National ID/SIN ☐
Signatures			Pay grp/Combo Code ☐	Check incentive Eligibility ☐
			TRD ☐	Applicable letter sent ☐
			Benefits Participation ☐	PS Gateway Setup ☐
			Update Tax Data ☐	Personnel File (req. or create) ☐
			Assign Schedule ☐	Probationary ☐
			Check Comp Banks ☐	Notice of Successful list ☐
Dir ☐ Mgr ☐ HR ☐		Date:	Pension RRSP/WCB ☐	Bring Forward entry ☐
Signature:			Leave Plans ☐	Add to Pay Checks ☐
Dir ☐ Mgr ☐ HR ☐		Date:	Service Banks ☐	Peer Reviewed ☐
Signature:			HR/Payroll Input (Date & Initial)	