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

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

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>(first or last day of a month)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Org. Unit Code</td>
<td>(leave blank, if new)</td>
</tr>
<tr>
<td>Org. Unit Name</td>
<td>(max. 40 characters) from to</td>
</tr>
<tr>
<td>Org. Unit Abbreviation</td>
<td>(max. 5 characters) from to</td>
</tr>
<tr>
<td>Code &amp; Name of the org. unit it reports to</td>
<td>from to</td>
</tr>
<tr>
<td>Default Cost Centre</td>
<td>from to</td>
</tr>
<tr>
<td>Does the Org Unit Name need to be reflected in Taleo (UTORRecruit)</td>
<td>yes ( ) no ( )</td>
</tr>
<tr>
<td>Which Decentralized HR Office is responsible for this Org Unit?</td>
<td></td>
</tr>
</tbody>
</table>

> 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 casual 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/](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/](http://contact.hrandequity.utoronto.ca/staff-directory/)

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