

<i>Change Type</i>	<i>Description</i>	<i>Employee Type</i>	<i>Method of change</i>	<i>Form to use/Instructions</i>
Rate of pay	Changing employee's salary	Casual	Workday	Casual Job Change
		Staff (Regular ongoing)	Contact your HR Partner	Human Resources Partners by department
		Temporary (fixed term), Student	Change form	Change Form
		Faculty/Non-Faculty	Paper form - Faculty	Non-Faculty Appointment Form (PDF) Full-Time Faculty Appointment Form
Extension of end date	Extending end date of fixed term employees	Casual	Workday	Casual Job Change
		Staff (Temporary fixed-term, Secondment/temporary reassignment)	iCIMS (greater than 3 months) Change form (less than 3 months)	Temporary appointment process Change Form
		Faculty/Non-Faculty	Paper form – Faculty	Non-Faculty Appointment Form (PDF) Full-Time Faculty Appointment Form
Supervisor/Supervisory Organization	Changing the reporting relationship for an employee	Staff (Regular ongoing)	Contact your HR Partner	Human Resources Partners by department
		Temporary (fixed term), Student, Casual	Change form	Change Form
		Faculty/Non-Faculty	Paper form – Faculty	Non-Faculty Appointment Form (PDF) Full-Time Faculty Appointment Form
Location	Changing the work location of an employee (Example East Campus 1)	Staff (Regular ongoing, Temporary (fixed term), Student, Casual)	Change form	Change Form For mass changes greater than 15, contact hrhelp@uwaterloo.ca
		Faculty/Non-Faculty	Contact your HR Partner	Human Resources Partners by department

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Change to Cost Centre(s) only <i>Note: if changing cost centre(s) in addition to other changes, please complete the change form</i>	Requesting a change to where an employee's salary and benefits are to be charged to on a go forward basis. Please see the Change Costing Allocation Request Instructions (PDF)	All employee types	Change costing allocation form (current) Salary expense transfer form (to move salary and benefit amounts that have already been paid and processed to a different account(s).)	Change Costing Allocation Request Form Salary Expense Transfer Request Form (PDF)
Change in Hours	Changing the scheduled working hours per week	Staff (Regular ongoing, Temporary (fixed term), Student, Casual)	Change form Reduced workload form (if eligible)	Change Form Reduced Fractional Load Request Form (PDF)
		Faculty/Non-Faculty	Paper form - Faculty	Non-Faculty Appointment Form (PDF) Full-Time Faculty Appointment Form
Change in Work Schedule	Required when changing hours for regular or temporary staff employees	Staff (Regular ongoing, Temporary (fixed term),	Change form	Change Form
Change in Group Leader Status (CUPE)	CUPE employees commencing or ending ongoing group leader premium	CUPE	Change form	Change Form
Temporary Food Services Upgrade (CUPE)	CUPE employees receiving a temporary upgrade to position	CUPE	Change form	Change Form
Return from Temporary Reassignment/Secondment	Employee returning from temporary reassignment/Secondment early	Staff (Regular ongoing)	Change form	Change Form
Reclassification/Career Path	Validating a regular employee's USG level	Staff (Regular ongoing)	Job Evaluation Request form	Human Resources Partners by department Job Evaluation Request Form (PDF)