

DIVISION/OFFICE USE ONLY:

Division/Office: _____ Budget Unit Code: M _ _ _ _ Z

Position No.: _____ Position Title: _____ Job: _____

Current Occupant:

Employee Number : _____

Family Name: _____ Other Names: _____

THIS SECTION IS TO BE USED TO CHANGE THE PREVIOUSLY APPROVED HOURS AND ESTIMATED PERIOD OF EMPLOYMENT.

May now be employed from _____ to _____
 (previous start date) (end date) - Revised? Yes

Hourly Loaded Rate	Original Total Hours	New (cumulative) Total Hours	New Total Cost	Account Number (Reference Purposes Only)	% a/c
\$			\$	____ / ____ / 219	
				____ / ____ / 219	

THIS SECTION IS TO BE USED ONLY FOR ACCOUNT CODE CHANGES - where the appointee and the position remain the same.

Further appointment during period _____ to _____

Hourly Loaded Rate	Total Hours	Total Cost	Account Number	% a/c
\$		\$	____ / ____ / 219	
			____ / ____ / 219	

Recommended: _____ Recorded in Division/Office: _____ (inits)

I hereby APPROVE and certify that this appointment remains of a true casual nature and complies with the policy in Section 6.03 of the Handbook.

_____/_____/_____
 Head of Division/Office or other Personnel Delegate (Date)

PERSONNEL OFFICE USE ONLY

Processed/entered: _____ (inits) ____/____/____ Checked: _____ (inits) ____/____/____