

INFORMATION + TECHNOLOGY SERVICES

AMS System -- Internal Department Employment Status/Position Number Change

Current Date _____ 20 _____

Effective Date _____ 20 _____

INSTRUCTIONS

- i. Print clearly & complete all applicable sections.
- ii. Keep a copy of this form for your records.

AMS System Access

Email to: access.easi@utoronto.ca

SECTION 1: APPLICANT INFORMATION

AMS USER ID

AMS USER ID

Personnel No.

Personnel No.

Org Unit

Org Unit

Applicant Name:

_____ Last name (Please print) _____ First name _____ Initial _____

Faculty/

Division/Campus: _____ Department: _____

Job title: _____ Phone #: _____

Applicant Email: _____ Fax #: _____

Contact Person: _____ Contact Email: _____

Section 2: Internal Department Position Number Change

Internal Department Position Number Change Effective Date: _____

Old Position No: _____ New Position No: _____

Section 3: Change from Casual Employee to Staff Appointed Employment Status

Internal Department Employment Status Change Effective Date: _____

Old Position No: Casual User New Staff Appointed Position No: _____ Add ESS to new Position No.

Signature Authorization

SECTION 3: SIGNATURE -- Please sign & obtain department head's signature of approval for AMS access requested

Your signature Date

Department Head's Name (Please print) Title Univ. Tel.#

Department Head's Signature Date