



This form will not be used for payment.

Note: Employment may not commence before and is conditional upon Financial Services authorization.
The Bi-Weekly Time Report or Fixed Remuneration Form must be completed to initiate payment.
All incomplete forms for new hires will be returned to the department. If a change is being made to existing information, please complete only the sections that apply.

Employee/Student Number:	Last Name:	First Name:
SIN :	Date of Birth (DD-MM-YYYY):	Position Number:
Department:		Preferred Name:

Demographics: (please print)		
Address:		
City:	Province:	Country (if not Canada):
Postal Code:	Phone Number:	Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Another Gender
Citizenship: <input type="checkbox"/> Canadian Citizen (Specify Citizenship) _____ <input type="checkbox"/> Landed Immigrant		Permit or VISA Expiry Date: (Attach Copy) _____ (DD-MM-YYYY)

Direct Deposit Information (MANDATORY)
Blank void cheque or Bank issued temporary cheque must be attached: No hand written banking accepted

Terms of Employment :	
Job Title:	Job Description:
Start Date:	End Date*:
Hourly Rate (Inc 4% vac)**:	Hourly Rate is: Original Rate <input type="checkbox"/> Rate change <input type="checkbox"/> Additional pay rate <input type="checkbox"/> <input type="checkbox"/> Non-Student <input type="checkbox"/> Undergraduate Student <input type="checkbox"/> Graduate Student

*Will be 1 calendar year from Start Date if not completed. **Bi-Weekly Time Reports will not be paid if left blank.

Budgetary Information :			
Banner			
Budget			
Code:			

I, understand my rate of pay as outlined above includes 4% Vacation Pay.
(Signature)

Department Authorization: (Print)..... Date:

(Signature)..... Phone Ext:

Financial Services Authorization: Date:.....

OFFICE USE ONLY