INFORMATION REQUIRED FOR PAYROLL APPOINTMENTS

UNIVERSITY OF GUELPH | Ontario Agricultural College — Department of Animal Biosciences

This personal information will be used to maintain a record of all University employees and students appointed through the University Human Resources Information System and other systems. It is protected by the Protection of Privacy provisions of the Freedom of Information and Protection of Privacy Act (FIPPA). If you have any questions about the collection, contact the Secretary of Senate.

SECTION A (Incumbent)   *PLEASE PRINT CLEARLY.*

Last Name: _____   First Name: _____

Address: _____   City: _____   Province: _____

Postal Code: _____   S.I.N.: _____-_____-_____   Expiry Date (if applicable): _____

Date of Birth: _____   Female   Male   Other   U of G Student: Yes   No
(MM/DD/YY)

Student/Employee #: _____   attach study/work permit if applicable

Choose one (if applicable): Undergraduate Student   M.Sc. Candidate   Ph.D. Candidate

GTA   GSA2   GTAT   GTP   Post-doc (PDS)

Email address: _____

Once the position has been set up, the employee can upload their banking information directly to HR

SECTION B (Supervisor/Faculty) *PLEASE PRINT CLEARLY.*

Appointment Start Date: _____   Appointment End Date: _____

Position Title: _____   Salary band/level

Time Reporting: OR Auto-Paid: _____   hours / week   (GTAT / GTP): _____
Grant & trust admin   Grant & trust professional

$ _____/hour $_____ /week $_____/year   Student wage level:_____

Trust Fund: _____   OMAFA Project:_____   Dept. Fund:_____

Coding:_____

Job Responsibilities (brief description of tasks EXCEPT for GRA stipend):

Office and/or Lab Room #: _____   Extension: _____

Supervisor/Faculty Name (please print): _____

Supervisor/Faculty's Signature: _____   Date: _____

-Office Use Only: Original Hire Date: _____   GAW pos#:_____

Central Login   Direct Deposit   Department Database

Work/Study Permit   Signed Offer Letter   E-Access