

# INFORMATION REQUIRED FOR PAYROLL APPOINTMENTS



*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