

EMPLOYMENT/VISITOR INFORMATION

PART A: To be completed by EMPLOYEE/STUDENT/VISITOR

Current E-mail: _____

Last Name Date of Birth Attach Study Permit

First Name S.I.N. Attach Work Permit

Courtesy Title Gender Status Phone/Cell Already on Direct Deposit?

Citizenship Are you currently registered/or on payroll at U of G? Stud/Empl ID#

Local Address City Prov Postal Code

*If you are an International Student, Employee, Visitor you MUST provide a valid VISA and/or Study/Work permit and a temporary Social Insurance Number (S.I.N.).
If NOT on Direct Deposit, fill-out Direct Deposit form and submit with employment form. If you have questions, please see Admin. Assistant - Food Science Room 110*

PART B: To be completed by SUPERVISOR

SET-UP	POSITION TITLE (Select One Only - X)	Obj. Code	Benefit Rate
Effective Date	<input type="checkbox"/> Student Labour - Undergrad- Domestic	61445	9.25%
Termination Date	<input type="checkbox"/> Student Labour - Undergrad - Foreign	61433	9.25%
Trust Fund/Project	<i>(Includes URA, USRA, DFO, Lab Assistants, Research Assistants, Work Study)</i>		
Dept. Unit/Project	<input type="checkbox"/> GRA - Doctoral - Domestic	61431	0.50%
Course No.	<input type="checkbox"/> GRA - Masters - Domestic	61435	0.50%
Room/Lab No.	<input type="checkbox"/> GRA - Doctoral - Foreign	61438	0.50%
Extension	<input type="checkbox"/> GRA - Masters - Foreign	61441	0.50%
Designate Supervisor	<input type="checkbox"/> GSA - Doctoral - Domestic	61432	8.25%
	<input type="checkbox"/> GSA - Masters - Domestic	61436	8.25%
	<input type="checkbox"/> GSA - Doctoral - Foreign	61439	8.25%
	<input type="checkbox"/> GSA - Masters - Foreign	61442	8.25%
	<i>(Includes Lab Assistant, Research Assistants, Work Study)</i>		
	<input type="checkbox"/> Post Doctoral - Domestic	61443	16.70%
	<input type="checkbox"/> Post Doctoral - Foreign	61444	16.70%
	<input type="checkbox"/> Staff - temporary full time	61207	16.70%
	<input type="checkbox"/> Staff - temporary part time <i>(No Collective agreem.)</i>	61307	14.70%
	<input type="checkbox"/> Staff - temporary part time <i>(Collectiv agreem.)</i>	61335	14.70%
	<i>(If NOT registered at U of G - Includes Research Assistant, Research Associate, Technician)</i>		
	<input type="checkbox"/> GTA	61418	8.25%
	<input type="checkbox"/> Staff	Refer to Human Resources	
	<input type="checkbox"/> Faculty	Refer to Human Resources	
	<input type="checkbox"/> Visitor	Not applicable	
	<input type="checkbox"/> Adjunct	Not applicable	
	<input type="checkbox"/> Do you require central login/e-mail?	Duration

SALARY

PLEASE SELECT (X) as many as applicable

Per Hour

Per Week

Per Year

Part Time (24 hr/w or less)

Full Time (25 to 35 hr/w)

Time Reporting(P)

(Submit Time-Sheets)

Include Benefits in above Salary

*If benefits included as part of above salary, offer to be made is **Salary divided by benefit rate!** (e.g. Stu Labour: \$20,000/yr) /1.0925=\$18,306.64 = OFFER)
Please add 4% vac pay to part-time appts, and full-time appts up to 6 months.*

Supervisor _____

Signature _____