

DEPARTMENT OF INTEGRATIVE BIOLOGY HIRING FORM

You must check at least one box with an *
Payroll forms (Direct Deposit, TD1, TD1ON) must be attached. **Benefit Rate**

<input type="checkbox"/>	*GRA (Graduate Research Assistant)	0.50%
<input type="checkbox"/>	*GSA-2 (Graduate Service Assistant)	8.25%
<input type="checkbox"/>	*Undergraduate Student	9.25%
<input type="checkbox"/>	*Support Staff (NOT a current, registered student.) Job Title: _____	16.70%
<input type="checkbox"/>	*Post Doctoral Fellow	16.70%
<input type="checkbox"/>	International (not a citizen/permanent resident of Canada.) Must provide a copy of work permit and sign up for health insurance (UHIP).	

The following personal information is **required** for every **person** to be hired. **PRINT CLEARLY:**

Name		Employee ID # or Student ID #	
Permanent Mailing Address		Home/Cell Phone #:	
		SIN #	
Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	Marital Status:
Date of Birth (yyyy/mm/dd)		Email Address	

Duration of Appointment		
	Start Date	End Date

Trust Fund to be paid from	
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Wage Rate:	\$	<input type="checkbox"/>	Biweekly Time Sheet Submission. (Not to exceed 24 hours/week)
Please indicate the number of hours/week:		<input type="checkbox"/>	Weekly (Wage Rate must still be per hour; Hours/week not to exceed 40)
		<input type="checkbox"/>	Annual (PDF's only; Hours/week not to exceed 40)

Faculty Name (Please Print) _____
Faculty Signature

IB Office Use

HRER/Data Form	Forms to HR
Offer Letter	Safety Quiz
Mailing List	Swipe/Keys