

## 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	9.00%
<input type="checkbox"/>	*Support Staff ( <b>NOT</b> a current, registered student.) Job Title: _____	15.70%
<input type="checkbox"/>	*Post Doctoral Fellow	17.20%

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:**

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

<b>Duration of Appointment</b>		
	<b>Start Date</b>	<b>End Date</b>

<b>Trust Fund to be paid from</b>	
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<b>Wage Rate:</b>	\$	<input type="checkbox"/>	Biweekly Time Sheet Submission. <b>(Not to exceed 24 hours/week)</b>
<b>Please indicate the number of hours/week:</b>		<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

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