

DEPARTMENT OF INTEGRATIVE BIOLOGY

HIRING FORM

Direct Deposit information should be updated/uploaded via Employee Self Service link on the HR website.

You must check at least one box with an *		Benefit Rate
<input type="checkbox"/>	*GRA (Graduate Research Assistant)	0.50%
<input type="checkbox"/>	*GSA (Graduate Service Assistant)	8.25%
<input type="checkbox"/>	*Undergraduate Student	9.15%
<input type="checkbox"/>	*Support Staff (NOT a <u>current</u> , registered student.) Job Title: _____ Band: _____	14.70% to 17.00%
<input type="checkbox"/>	*Postdoctoral Scholar	18.00%

☐ International (not a citizen/permanent resident of Canada.)
Must provide a copy of work permit, SIN, 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 #: If never been on payroll at UoG, please have them leave their SIN at x52703.	
Gender:	<input type="checkbox"/> Female	<input type="checkbox"/> Male	<input type="checkbox"/> Other
	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 'norm' is 35)
		<input type="checkbox"/>	Annual (PDS only; Hours/week not to exceed 40)

Faculty Name (Please Print)	Faculty Signature