

## DEPARTMENT OF INTEGRATIVE BIOLOGY HIRING FORM

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

<b>You must check at least one box with an *</b>		<b>Benefit Rate</b>
<input type="checkbox"/>	*GRA (Graduate Research Assistant)	0.50%
<input type="checkbox"/>	*GSA (Graduate Service Assistant)	8.25%
<input type="checkbox"/>	*Undergraduate Student	9.00%
<input type="checkbox"/>	*Support Staff ( <b>NOT</b> a <u>current</u> , registered student.) Job Title: _____ Band: _____	14.70% to 17.00
<input type="checkbox"/>	*Post Doctoral Fellow	17.20%
<input type="checkbox"/>	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:**

<b>Name</b>		<b>Employee ID # or Student ID #</b>	
<b>Permanent Mailing Address</b>		<b>Home/Cell Phone #:</b>	
		<b>SIN #:</b> If never been on payroll at UoG, please have them leave their SIN at x52703.	

<b>Gender:</b>	<input type="checkbox"/> Female	<input type="checkbox"/> Male	<input type="checkbox"/> Other	<b>Marital Status:</b>	
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<b>Date of Birth (yyyy/mm/dd)</b>		<b>Email Address</b>	
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<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>	<b>\$</b>	<input type="checkbox"/>	<b>Biweekly Time Sheet Submission. (Not to exceed 24 hours/week)</b>
<b>Please indicate the number of hours/week:</b>		<input type="checkbox"/>	<b>Weekly (Wage Rate must still be per hour; Hours/week not to exceed 40)</b>
		<input type="checkbox"/>	<b>Annual (PDF's only; Hours/week not to exceed 40)</b>

<b>Faculty Name (Please Print)</b>	<b>Faculty Signature</b>
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<b>IB Office Use</b>			
<b>HRER/Data Form</b>			
<b>Offer Letter</b>		<b>Tap Access</b>	
<b>Time Sheets</b>		<b>SFS Forms</b>	