

# Employee Information

## Department of Molecular and Cellular Biology

Technician    
  Research Associate    
  Postdoc    
  Graduate Student    
  Undergrad.

**Check one of the following:**

**part time** (24 hours / week or less)    
  **full time** (24-35 hours/week)    
  **hourly** (reporting on timesheets)

new appointment (all fields must be complete)  
 reappointment (high-lighted fields only)

Forward completed form to Cate Mennega

Science Complex Room 4479

Phone: 519-824-4120 Ext. 53930

Fax: 519-837-1802

**Has Completed  
CBS on-line Safety  
Modules**

YES      NO

4% vacation pay will be paid out automatically on each pay day for all part time appointments and for full time appointments less than 6 months. Appointments longer than 6 months will be allocated vacation days.

**A \$20 key deposit is required for keys issued to temporary staff, postdocs, visiting scientists, graduate students, and undergraduate students. Office keys and swipe card access is handled by Vanessa Breton (Room 4481)**

<b>Employee Name</b>	
<b>Email address:</b>	
<b>Permanent Address:</b>	
<b>City/Province:</b>	
<b>Postal Code:</b>	
<b>SIN Number:</b>	
<b>Student ID Number:</b>	
<b>Birthdate:</b>	
<b>Home Phone:</b>	
<b>Cell Phone:</b>	

Gender:      Male      Female

Marital Status

Status:      Domestic      Foreign

<b>Start Date:</b>	
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<b>End Date:</b>	
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<b>Salary:</b>	
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<b>Trust Fund coding</b>	
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<b>Tri-Council Funding</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
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<b>Faculty Name:</b>	
<b>Faculty Signature:</b>	
<b>Date:</b>	

**All new appointments must be accompanied by a Direct Deposit Authorization Form found at the following web site:**

**<http://www.uoguelph.ca/mcb/formslinks/forms-links.shtml>**