

Employee/Appointment Data Form

Department of Molecular and Cellular Biology

new appointment (all fields must be complete)

- reappointment or changes to personal info
 (green high-lighted fields only)

Technician
(GTAT)

Research Associate
(GTP)

Postdoc
+ OGPS
Gryphform

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)

Co-op

Work Study

Employee name:

Email address:

Permanent address:

City/Province:

Postal code:

SIN number: Provide by calling Cari (leaving voicemail if needed) -519-824-4120 x 53930

Student ID number:

Birth date:

Home phone:

Cell phone:

Gender: Male Female Other

Marital status:

Status: Domestic Foreign

Start date:

End date:

Salary:

of Weekly Hours:

Trust Fund coding:

Tri-Council funding: Yes No

Faculty name:

Faculty signature:

Date:


CBS Safety Training

- 1) Laboratory Safety
- 2) EHS BioSafety
- 3) WHMIS
- 4) EHS Worker Health and Safety Awareness
- 5) Principles of Belonging (New 2023, found directly on CourseLink)
If reappointment, please ensure this too has been completed

*****All 5 courses must be completed for lab access and office assignment*****
Register for courses here - <https://ehs.opened.uoguelph.ca/index.cfm>. Please send all achieved badges/certifications upon completion in one PDF file to
Katelyn Gilmore -
kgilmore@uoguelph.ca.

5 courses complete,
PDF sent within
week of start date

Once your employee number has been sent to you, all new employees must submit direct deposit banking information online - <https://hr.uoguelph.ca/EmployeePortal/>


(kgilmore@uoguelph.ca)

4% or 6% 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.

Forward completed form to Cari Bish: cbish@uoguelph.ca