

# Employee/Appointment Data Form

new appointment (all fields must be complete)

## Department of Molecular and Cellular Biology

reappointment (**green** high-lighted fields only)

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)

Co-op

Work Study

Employee name:

Forward completed form to  
Cate Mennega:

Email address:

Permanent address:

cmennega@uoguelph.ca  
Phone: 519-824-4120 Ext. 53930

City/Province:

Postal code:

SIN number: (Please do not send SIN number via email, call 519-824-4120 x 53930)

**Has submitted**

Student ID number:

**CBS safety records**

Birth date:

Yes

No

Home phone:

Cell phone:

Gender: Male Female Other

Marital status:

Status:  Domestic  Foreign

Start date:

End date:

Salary:

Trust Fund coding:

Tri-Council funding:  Yes  No

Faculty name:

Faculty signature:

Date:

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.

Office keys and swipe card access is handled by  
Laura Faris  
(lfaris@uoguelph.ca)

All new employees must submit direct deposit banking information online <https://hr.uoguelph.ca/EmployeePortal/>