

EMPLOYMENT/VISITOR INFORMATION

PART A: To be completed by EMPLOYEE/STUDENT/VISITOR

Current E-mail: _____

Last Name	Date of Birth	Attach Study Permit	<input type="checkbox"/>
First Name	S.I.N.	Attach Work Permit	<input type="checkbox"/>
Courtesy Title	Gender	Status	Phone/Cell
Citizenship	Are you currently registered/or on payroll at U of G?		Already on Direct Deposit?
Local Address	City	Prov	Postal Code
		Stud/Empl ID#	

Are you currently authorized to work in Canada?

If you are an International Student, Employee, Visitor you MUST provide a valid VISA and/or Study/Work permit and a temporary Social Insurance Number (S.I.N.).
If NOT on Direct Deposit, Visit the Employee Self-Service portal (<https://hr.uoguelph.ca/EmployeePortal/>) to view or update your payroll direct deposit information and personal information. If you have questions, please see Admin. Assistant - Food Science Room 110

PART B: To be completed by SUPERVISOR

SET-UP	POSITION TITLE (Select One Only - X)	Obj. Code	Benefit Rate
Effective Date	<input type="checkbox"/> Student Labour - Undergrad- Domestic	61445	9.15%
Termination Date	<input type="checkbox"/> Student Labour - Undergrad - Foreign	61433	9.15%
Trust Fund/Project	<i>(Includes URA, USRA, DFO, Lab Assistants, Research Assistants, Work Study)</i>		
Trust Fund/Project	<input type="checkbox"/> GRA - Doctoral - Domestic	61431	0.50%
Dept. Unit/Project	<input type="checkbox"/> GRA - Masters - Domestic	61435	0.50%
Room/Lab No.	<input type="checkbox"/> GRA - Doctoral - Foreign	61438	0.50%
Extension	<input type="checkbox"/> GRA - Masters - Foreign	61441	0.50%
Designate Supervisor	<input type="checkbox"/> GSA - Doctoral - Domestic	61432	8.25%
	<input type="checkbox"/> GSA - Masters - Domestic	61436	8.25%
	<input type="checkbox"/> GSA - Doctoral - Foreign	61439	8.25%
	<input type="checkbox"/> GSA - Masters - Foreign	61442	8.25%
	<i>(Includes Lab Assistant, Research Assistants, Work Study)</i>		
	<input type="checkbox"/> Post Doctoral - Domestic	61443	17.20%
	<input type="checkbox"/> Post Doctoral - Foreign	61444	17.20%
	<input type="checkbox"/> Staff - Grant Trust Admin Tech - TFT	61204	15.70%
	<input type="checkbox"/> Staff - Grant Trust Professional - TFT	61205	17.00%
	<input type="checkbox"/> Staff - Grant Trust Admin Tech - TPT	61304	14.70%
	<i>(If NOT permanent at U of G - Includes Research Assistant, Research Associate, Technician)</i>		
	<input type="checkbox"/> GTA	61418	10.75%
	<input type="checkbox"/> Staff	Refer to Human Resources	
	<input type="checkbox"/> Faculty	Refer to Human Resources	
	<input type="checkbox"/> Visitor	Not applicable	
	<input type="checkbox"/> Adjunct	Not applicable	
	<input type="checkbox"/> Do you require central login/e-mail?	Duration	_____

SALARY

PLEASE SELECT (X) as many as applicable

Per Hour

Per Week

Per Year

Part Time (24 hr/w or less)

Full Time (25 to 35 hr/w)

Time Reporting(P) *(Submit Time-Sheets)*

How many hours/week?

Include Benefits in above Salary

If benefits included as part of above salary, offer to be made is **Salary divided by benefit rate!** (e.g. Stu Labour: \$20,000/yr) / 1.0915 = \$18,323.41 = OFFER!
Please add 4% vac pay to part-time appts, and full-time appts up to 6 months.

Supervisor _____

Signature _____