



CONFIDENTIAL
RESEARCH GRANT EMPLOYEE
NOTICE OF HIRE
 (NON-STUDENT / Non TRAC Union)

TO BE COMPLETED BY GRANTEE – PLEASE PRINT

SECTION 1 – EMPLOYEE INFORMATION			
Employee I.D.		S.I.N.	
Family Name		Given Names	
Gender	Female Male	Date of Birth	YYYY / MM / DD
Address	STREET	APT. CITY	PROVINCE POSTAL CODE
Telephone No.		Internal Address	Internal Tel. No.
Citizenship (Mandatory)	Canadian Citizenship		Already on file at HR&ER
	Permanent Resident Visa (attach copy)		
	Employment Authorization (attach copy)	Expiry Date	YYYY / MM / DD

SECTION 2 – POSITION INFORMATION AND ACCOUNT CODE				
	Contract < 12 Months		Contract >= 12 Months	
NON-STUDENT POSITIONS ONLY		Research Assistant 66610		Research Assistant 66615
		Research Associate 66620		Research Associate 66625
		Support – Office 66630		Support – Office 66635
		Support – Professional 66640		Support – Professional 66645
		Support – Technical 66650		Support – Technical 66655
	Other (specify) _____		Other (specify) _____	
Project Name				

SECTION 3 – PERIOD OF EMPLOYMENT			
Date of Hire	YYYY / MM / DD	Date of Termination	YYYY / MM / DD
Total Period of Employment	Month(s)	Year(s)	
Contract less than one year	Contract one year or longer	Hours per week (mandatory)	

SECTION 4 – SALARY INFORMATION (Benefits, deductions and vacation pay will be cost over and above the salary indicated)			
(Select one choice only)	Annual Salary \$	OR	
	Total Salary for period stated in Section 3 \$		
Department		Faculty	
Fund #	Distribution (& or Amt.)	Grantee's Name	Grantee's Signature
			YYYY / MM / DD
			YYYY / MM / DD
			YYYY / MM / DD
			YYYY / MM / DD
Employee's Signature			YYYY / MM / DD

SECTION 5 – FOR PAYROLL USE ONLY	
Vacation Entitlement	4% 8.8%

Please forward a copy to Payroll and one to the Dean's Office and keep a copy for your files