

Employment Information Form

The personal information collected on this form is collected under the legal authority of the Royal Charter of 1841, as amended. This information will form part of your departmental record and be used to enrol you in the University Payroll System.

Please attach a copy of the Offer of Employment Letter.

Name:						Student/Staff#:				
Appointment										
Start Date:			End Date:					Position:		
Appointment Title:					Grade:		Step:		Reports To:	
Comments:								Job Code:		
Terms										
<input type="checkbox"/> Contract Hire					<input type="checkbox"/> Casual Hire					
Monthly Hours:			Percent Time:			Hourly Rate:				
Monthly Salary:		x 12		Annualized Salary		<input type="checkbox"/> Full-Time		<input type="checkbox"/> Part-Time		
Funding										
Chart Field						GL Combo Code	Monthly Salary		Annualized Salary	
Fund	Dept	Acct	Prog	Class	Proj					
								x 12 = \$		
								x 12 = \$		
								x 12 = \$		
Signature of Employee _____						Date _____				
Signature of Supervisor _____						Date _____				