



INFORMATION REQUIRED FOR NEW EMPLOYEES

Employee Information:

Faculty Staff Student -- Select Category: _____

Prefix: _____ Name: _____

Position: _____

Supervisor Name: _____ *Signature: _____

*Start Date: _____ *End Date: _____

IS THIS A KEY REQUISITION ONLY? YES NO *Must Be Completed

Access Required:

Passcard: YES NO Main Door Elevator: Upper Floors B2 B3
 Other: _____

Key(s): YES NO Office #(s): _____ Lab #(s): _____

Student #: _____ Employee ID: _____

UBC Card iClass #: _____ Email: _____

APPOINTMENT REQUIRED? YES NO

Home Address: _____ City: _____

Postal Code: _____ Telephone: _____

Email: _____ Birthdate: _____

Employee ID (if known): _____

Student #: _____ SIN: _____

Salary Amount: _____ YEARLY MONTHLY HOURLY PER PERIOD

Speedchart: _____ PG: _____ Fund: _____ Earn Code: _____

Are you currently or have you previously been on UBC payroll? YES NO

Student/Staff forms submit to: **CAPS:** Naz Khan (naz.khan@ubc.ca)

BIOC: Lori Bennett (lori.bennett@ubc.ca)

RA/Postdoctoral forms submit to: Mark Mendoza (mark.mendoza@ubc.ca)

Safety Orientation Login: _____ Safety Orientation Password: _____