



## 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 ID Card #: \_\_\_\_\_ 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

**URA/UAA/WL/NSERC Student** forms submit to: Deepali Mahajan (deepalivinay.mahajan@ubc.ca)

**GRA/GAA** forms submit to: Doris Metcalf (doris.metcalf@ubc.ca)

**Staff** forms submit to: Marc Betsayda (marc.betsayda@ubc.ca)

**RA/Postdoctoral** forms submit to: Ayaka Bosshard (ayaka.bosshard@ubc.ca)

Safety Orientation Login: \_\_\_\_\_ Safety Orientation Password: \_\_\_\_\_