

EMPLOYMENT FORM for HOURLY PSAC-AC EMPLOYEES

PERSONAL INFORMATION

Name:			Birth Date: <small>(year/month/day)</small>		
Address:					
City:		Province:	Postal Code:		Phone:
SIN:		Non Residents: You must be legally entitled to work in Canada and provide copies of your Valid Work or Study Permit and your Valid SIN card or confirmation letter.			
Are you a student? <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	<input type="checkbox"/> U of W <input type="checkbox"/> other University <input type="checkbox"/> High School <input type="checkbox"/> No		Are you employed by any other U of W department? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, which department (s)?		Student #:

Electronic Pay Statements – to reduce the use of paper the University of Winnipeg sends pay statements by email ONLY. Please provide your preferred email address to receive your pay statements.

Email: _____

T4's will be available in your MyHR – for information on registering please see the Human Resource web page.

EMPLOYEE SIGNATURE REQUIRED BELOW

**complete Course # including Section if multiple sections separate with " / "

EMPLOYMENT INFORMATION

Please provide Job Posting Number:		Complete the following employment information per job posting				
Classification	Course # with Section/s	Estimated Hours	Rate of Pay <small>(exclude vacation pay)</small>	Start Date	End Date	Account Number(s)
Marker (AC1)			12.90			
Lab Demonstrator (AC1)			12.90			
Tutor (AC1)			12.90			
Teaching Assistant (AC2)			13.93			
Marker (AC2)			13.93			
Tutor (AC2)			13.93			

Employee: I understand that vacation pay is calculated @ 6% of eligible earnings and paid with each pay. I also certify that the personal information provided above is true and accurate and that I have reviewed and accept the employment terms provided.

Employee Signature: _____ Date: _____

Department: _____

Contact Person: _____ (please print clearly) Phone: _____

Authorized Signature and Name: _____ Date: _____
(Chair)

Required Payroll information will be provided by email - please retain for your records.

Please note in addition to the Hourly Rate and Vacation Pay the account listed will be charged the Employer share CPP, EI and Payroll Tax

FOR HRIS and PAYROLL USE ONLY			
	Employee #: <input type="checkbox"/> New <input type="checkbox"/> Existing	Pay Group:	

To complete your hiring forms, please visit:

<https://www.uwinnipeg.ca/newhire>



Welcome to Your Union!

As a teaching assistant, lab demonstrator, marker or tutor, you are a unionized employee and a member of the Public Service Alliance of Canada (PSAC), Local 55600. Your union local also includes research assistants, research associates, and English Language Program Instructors at the University of Winnipeg.

We want you to know that you have employment rights and a union that has your back.

First, take a moment to fill out the attached union membership card. This allows you to fully participate in your union, including negotiations, union training and social activities. Once you have filled out the card, please return it to your departmental secretary or administrative assistant.

Your collective agreement governs your work environment. Please take some time to familiarize yourself with the provisions and benefits within your agreement: <http://www.uwinnipeg.ca/hr/collective-agreements.html>


If you have questions about your collective agreement, your union, or anything else related to your work, please get in touch with us. If you are experiencing any difficulties at work, contact us right away. We are here for you.

PSAC represents more than 180,000 workers in every province and territory in Canada, including nearly 8,000 workers right here in Manitoba, and over 21,000 workers at 28 different universities across the country.

Our members work for universities, federal government departments and agencies, museums, hospitals, community services agencies, Aboriginal communities, airports, and the security sector.

Together, we can make the University of Winnipeg a better place to work.


Local Contact

 PSAC Local 55600
University of Winnipeg


 @psac-uofw

 psac.uofw@gmail.com

Regional Contact

 Public Service Alliance of
Canada - Prairie Region


 @psacprairies

 prairies.psic.com

National Contact

 PSAC - AFPC

 @psacnat

 psacunion.ca