

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 <u>and</u> your Valid SIN card or confirmation letter.			
Are you a student?	<input type="checkbox"/> U of W <input type="checkbox"/> other University <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time		Are you employed by any other U of W department? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, which department (s)?		Student #:
	<input type="checkbox"/> High School <input type="checkbox"/> No				

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:	