

**EMPLOYMENT FORM for HOURLY PSAC-AC EMPLOYEES**
**PERSONAL INFORMATION**

Name:			
Address:		City:	Province:
Postal Code:	Phone:	Email:	
Are you a student? <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time    No		Are you employed by any other U of W department? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, which department (s)?	
<input type="checkbox"/> U of W <input type="checkbox"/> other University <input type="checkbox"/> High School <input type="checkbox"/> No		Student #:	

**EMPLOYMENT INFORMATION**

<b>Job Posting Number:</b>				<b>One row per section/course combination.</b>			
Course # and Section	Immediate Supervisor	Classification	Estimated Hours	Rate of Pay <small>(exclude vacation pay)</small>	Start Date	End Date	Account Number(s)

As a University of Winnipeg employee, you are subject to University policies including, but not limited to, the Respectful Working and Learning Environment Policy, Mandatory COVID-19 Vaccination Policy, Workplace Accommodation Policy, Acceptable Use of Information Technology Policy, Sexual Violence Prevention Policy, and Conflict of Interest Policy. By signing this offer, you agree to review and comply with University of Winnipeg policies, which can be found online at <https://www.uwinnipeg.ca/institutional-analysis/policies-and-procedures/index.html> as well as complete any training required pursuant to legislation including, but not limited to the Accessibility for Manitobans Act (AMA)

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. I understand that PSAC is the bargaining agent.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_

Contact Person: \_\_\_\_\_ (please print clearly) Phone: \_\_\_\_\_

Authorized Signature and Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Chair or Payroll Approver)

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	