

NIPISSING UNIVERSITY

NEW/CHANGE EMPLOYEE INFORMATION

<input type="checkbox"/>	NEW EMPLOYEE INFORMATION	<input type="checkbox"/>	CHANGE IN EMPLOYEE INFORMATION
NAME	_____	S.I.N.	_____
ADDRESS	_____		
POSTAL CODE	_____	PROVINCE	_____
TELEPHONE	_____	DATE OF BIRTH	_____
EMAIL	_____		
_____		_____	
Date		Employee Signature	

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SUPERVISOR TO COMPLETE FOR CASUAL/CONTRACT POSITIONS:

POSITION TITLE: _____	START DATE: _____		
DEPARTMENT/COST CENTRE NUMBER _____/67010	HOURLY RATE _____ (INCLUDING 4% VACATION PAY)		
DEPARTMENT FUNDS <input type="checkbox"/>	INTERNAL RESEARCH FUNDS <input type="checkbox"/>	EXTERNAL RESEARCH FUNDS <input type="checkbox"/>	OTHER <input type="checkbox"/>

_____	_____	_____
SUPERVISOR NAME (print)	SUPERVISOR SIGNATURE	DATE

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<u>PAYROLL USE ONLY</u>	INCLUDED/EXCLUDED (select one)	
POSITION ID _____		DEPARTMENT _____
G/L _____		GROUP I.D.# _____
STATUS: _____	FULL-TIME/ PART-TIME/ CONTRACT/ CASUAL/FACULTY/ ADMINISTRATION/ SUPPORT STAFF/ STUDENT	
SCHEDULED WORK HOURS/WEEK _____		
SALARY: ANNUAL _____ HOURLY _____	TIMESHEETS _____	YES/NO _____
HIRE DATE _____	TERMINATION DATE _____	
BENEFITS: _____	Effective date: _____	family _____ single _____
PENSION: _____	Effective date: _____	PENSION CARRIER _____
_____	_____	_____
Date	Director, Human Resources	

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ADD: FACI: ANY CHANGE TO DEFAULT WRKS
ADD: EPOV:1)EMPLOYEE TAXES- CPP; EI; EIP; TAX; TAXP,ADD'L TAX 2) DIRECT DEPOSIT INFORMATION; SAVINGS AMOUNT/ACCOUNT INFORMATION; 3) TAX CREDIT RETURN SUMMARY TD1/TD1ON AMOUNTS
ADD: BNDS - WSIB/WSSC AND EHT MINIMUM
ADD: EMAIL ACCOUNT SET-UP
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