Dept of Biochemistry & Molecular Biology
Dept of Cellular & Physiological Sciences
2350 Health Sciences Mall
Vancouver, BC V6T 1Z3

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

Student/Staff forms submit to: Euri Park (euri.park@ubc.ca)

Print Form

RA/Postdoctoral forms submit to: Mark Mendoza (mark.mendoza@ubc.ca)

Safety Orientation Login: _____ *Safety Orientation Password:* _____