



## 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

**URA/UAA/WL/NSERC Student** forms submit to:    Nuray Makhsatova (nuray.makhsatova@ubc.ca)

**GRA/GAA/Staff** forms submit to:    Marc Betsayda (marc.betsayda@ubc.ca)

**RA/Postdoctoral** forms submit to:    Ayaka Bosshard (ayaka.bosshard@ubc.ca)

Safety Orientation Login: \_\_\_\_\_      Safety Orientation Password: \_\_\_\_\_