



## New Research Associate Appointment Checklist

**Provide all information / documentation for all new appointments:**

- Full name: \_\_\_\_\_  
(LASTNAME, First name Middle Initial)
- Citizenship: Canadian \_\_\_\_\_  
If individual's citizenship is not Canadian, please provide a copy of documentation that authorizes individual to work in Canada. Also, please note that UBC Payroll now requires that, if the SIN is in the 9-series, a copy of the card and valid work permit be submitted for all appointment changes. Only cards bearing expiry date are acceptable).
- Work Address: \_\_\_\_\_  
\_\_\_\_\_
- Wk Ph #: \_\_\_\_\_ Wk fax #: \_\_\_\_\_
- Annual Salary (min **\$51,140.82/yr**): \_\_\_\_\_  
Start date: \_\_\_\_\_ End date: \_\_\_\_\_
- Speed chart: \_\_\_\_\_ P/G: \_\_\_\_\_ Dept ID: \_\_\_\_\_ Fund: \_\_\_\_\_
- Supervisor: \_\_\_\_\_
- Supervisor's Signature: \_\_\_\_\_

**Please ensure that you include the following:**

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> UBC Employee Personal Data Form<br/><a href="http://hr.ubc.ca/administrators/files/2010/11/personal_data_form.doc">hr.ubc.ca/administrators/files/2010/11/personal_data_form.doc</a></li> <li><input type="checkbox"/> Copy of Social Insurance card</li> <li><input type="checkbox"/> Copy of work permit (if applicable)</li> <li><input type="checkbox"/> Copy of ad, info on when and where position was posted</li> <li><input type="checkbox"/> Resume or Curriculum Vitae</li> <li><input type="checkbox"/> Note introducing new RA to Department (outline expertise, experience, proposed research, etc.)</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Offer Letter, to be signed by Dept Head</li> <li><input type="checkbox"/> Payroll Direct Deposit form (if individual desires this option)<br/><a href="http://www2.finance.ubc.ca/payroll/forms/dirdeposit.pdf">http://www2.finance.ubc.ca/payroll/forms/dirdeposit.pdf</a></li> <li><input type="checkbox"/> TD1 – Personal Tax Credits return form<br/><a href="http://www2.finance.ubc.ca/payroll/forms/td1.pdf">http://www2.finance.ubc.ca/payroll/forms/td1.pdf</a><br/><a href="http://www2.finance.ubc.ca/payroll/forms/td1bc.pdf">http://www2.finance.ubc.ca/payroll/forms/td1bc.pdf</a></li> <li><input type="checkbox"/> Benefit Enrollment Forms:<br/>Please click on the following link with your enrolment code (found on your offer letter)<br/><a href="http://hr.ubc.ca/benefits/enroling/">hr.ubc.ca/benefits/enroling/</a></li> </ul> |
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Please forward information/documentation to:

**Sandy Liu, HR Manager**  
**Department of Pathology and Laboratory Medicine, UBC**  
**Fax: 604-822-9703; Email: [sliu@pathology.ubc.ca](mailto:sliu@pathology.ubc.ca)**

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