



New Student Appointment Checklist

Provide all information / documentation for all new appointments (UAA, GAA, GRA):

- Full name: _____
(LASTNAME First name Middle Initial)
- Citizenship: _____
If individual's citizenship is not Canadian, attach a copy of a valid work/study permit. Please note that UBC Payroll now requires that, if the SIN is in the 9-series, a copy of the card and valid work/study permit be submitted for all appointment changes. Only cards bearing expiry date are acceptable).
- UBC student #: _____ Non UBC Student: _____
- Work Address: _____

- Wk Ph #: _____ Wk fax #: _____
- Grad: _____ Undergrad: _____ Job title: _____
- Monthly Salary: _____ Start Date: _____ End date: _____
dd/mmm/yyyy dd/mmm/yyyy
- Speed chart: _____ P/G: _____ Dept ID: _____ Fund: _____
- Supervisor: _____
- Supervisor's Signature: _____

Please ensure that you include the following documents:

- | | |
|--|---|
| <input type="checkbox"/> Resume | http://www2.finance.ubc.ca/payroll/forms/dirdeposit.pdf |
| <input type="checkbox"/> UBC Employee Personal Data Form
hr.ubc.ca/administrators/files/2010/11/personal_data_form.doc | <input type="checkbox"/> TD1 – Personal Tax Credits Return form |
| <input type="checkbox"/> Photocopy of Social Insurance Card | http://www2.finance.ubc.ca/payroll/forms/td1.pdf |
| <input type="checkbox"/> Photocopy of work permit / student visa (if applicable) | http://www2.finance.ubc.ca/payroll/forms/td1bc.pdf |
| <input type="checkbox"/> Payroll direct deposit information (if the individual wants this option) | |

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