



## New Staff Appointment Checklist

Provide all information / documentation for all new appointments:

- 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).
- Work Address: \_\_\_\_\_  
\_\_\_\_\_
- Wk Ph #: \_\_\_\_\_ Wk fax #: \_\_\_\_\_
- Job title: \_\_\_\_\_ FTE %: \_\_\_\_\_
- Competition #: \_\_\_\_\_ Salary level: \_
- Start date: \_\_\_\_\_ End date: \_\_\_\_\_
- Speed chart: \_\_\_\_\_ P/G: \_\_\_\_\_ Dept ID: 201701\_\_\_\_ Fund: \_\_\_\_\_
- Supervisor's Signature: \_\_\_\_\_

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

- Current resume or Curriculum Vitae
- Photocopy of Social Insurance Card
- Photocopy of work permit / student visa (if applicable)
- UBC Employee Personal Data Form  
<http://www.hr.ubc.ca/forms/personal-data-form-help>
- Payroll direct deposit information  
<http://finance.ubc.ca/sites/finance.ubc.ca/files/uploads/payroll/documents/dirdeposit.pdf>
- TD1 & TD1BC – Personal Tax Credits Return form  
<http://finance.ubc.ca/sites/finance.ubc.ca/files/uploads/payroll/documents/td1.pdf>  
<http://finance.ubc.ca/sites/finance.ubc.ca/files/uploads/payroll/documents/TD1bc.pdf>

*Please note that employees who have appointments that are less than 1 year or PT/Hourly will have different eligibility for benefits.*

- Benefit Forms: Please click on the following link with your enrolment code (found on your offer letter)  
<http://www.hr.ubc.ca/benefits/enrolling/>
- Criminal Record Check (If applicable)  
For more information on when criminal record checks are required, please see  
<http://www.hr.ubc.ca/administrators/managing-staff/criminal-record-checks/procedure/>

Please forward information/documentation to:

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

For HR Office Use:

- Copy of Classified Position Description
- Copy of Position Posting