



## GUIDE TO THE COMPLETION OF APPOINTMENT FORMS FPP4

### STUDENT, RESEARCH AND OTHER NON-UNION APPOINTMENTS

Form FPP4 is used to initiate payments to an individual when a suitable position number already exists, or to create a new position number and initiate payments. Copies of the form can be obtained from the payroll website. These instructions are referenced to the boxes on the form. For further assistance please call the Payroll Office (23236, 23243 or 23002).

**Social Insurance Number (SIN)** Enter the SIN of individual to whom payments will be made. If the individual does not yet have a SIN apply for a SIN from Service Canada Centre. Further details on applying for a SIN are available at <http://www.servicecanada.gc.ca/en/sc/sin/index.shtml>

#### **SFU ID**

Enter SFU ID if known.

#### **First Name and Last Name**

Name and initials of the individual who is to be paid.

#### **Position Number**

Obtain position number from bi-weekly Payroll YTD Actuals and Encumbrance Report if position already exists, or leave blank if a new position is requested.

#### **Position Title**

Enter description of existing position, which can be found on the biweekly weekly Payroll YTD Actuals and Encumbrance Report , or enter suitable description if a new position is to be created.

#### **Department**

Enter the name of the department where the individual will be working and the HAP department code. This will govern where the web-based timesheets will appear for hourly appointments.

#### **Account number**

(Fund/Dept or Project/Object) Enter the 12 digit account number of the account against which payments are to be charged and reported in the monthly financial reports.

#### **Start Date**

Enter date that individual will start working.

#### **End Date**

Enter last date that individual will be working.



**Earnings Rate**

Enter either an hourly rate or a bi-weekly salary, but not both.

If hourly, enter hourly rate to be paid. A vacation pay allowance will be automatically added on top of the hourly rate entered. B.C. legislation currently sets this rate at 4%.

If bi-weekly salary , enter bi-weekly salary rate of pay. The bi-weekly salary rate is understood to include vacation pay.

If hourly, then web-based time sheet entries are required for your employee to be paid.

**Lump Sum Amount**

Enter if the payment is to be made in a single lump sum amount. To ensure accurate payroll deductions for your employees we recommend they be paid over the time period worked and not with one time lump sum payments .

**Employment Insurance Hours**

Enter the number of hours of work associated with the bi-weekly salary or the lump sum payment.

***Graduate Student/ Undergraduate Student/Non-Student Boxes***

**Graduate Student Research Assistant (Scholarship income)**

Check this box if the project on which the graduate student is working as a research assistant either constitutes or is very closely related to his/her thesis research or other research that is required for completion of the Master's or Doctoral degree for which he/she is enrolled. No payroll source deductions will be taken, and the income will recorded as scholarship income on a T4A slip.

**Graduate Student Research Assistant (Employment income)**

Check this box if the criterion above for scholarship income is not met; i.e., the work is undertaken primarily for economic gain. Payroll source deductions will be taken, and income will be recorded as employment income on a T4 slip. Caution: Payroll cannot make retroactive corrections from employment income to scholarship income, so please be careful!

**Undergraduate Student**

Check this box if the individual hired is an undergraduate student.

**Non Student**

Check this box if the individual hired is not a student.

**Notes**

Use this section to add any additional comments relating to the appointment.



**Grantee or Designate Signature**

of grant holder, or other individual with signing authority for account that is to be charged is required, along with the date of signing the form. Enter your telephone numbers so Payroll can contact you if we have any questions.

**Grant Accountant**

Leave blank. To be completed by Financial Services.

**Data Entry By**

Leave blank. To be completed by Financial Services.