

ADDITIONAL INFORMATION REQUIRED FOR RESEARCH EMPLOYEES

The following information is required to produce Offers of Employment and process payroll records. This form is not required for scholarship income.

SECTION 1: NEW APPOINTMENT OR RE-APPOINTMENT

Check if this is a **Fixed Term** appointment. *NOTE: Will result in full payout to the employee should the appointment end early.*

REPORTS TO

Name: _____
Position/SFU ID: _____
Email: _____

VACATION *(If left blank, the minimum will be applied)*

Time (min. 10 days/ 2 weeks) per year: _____ days
Pay % in lieu (min. 4%) _____%

JOB DUTIES *Enter or copy/paste duties below, or attach a supplemental document*

DOCUMENT CHECKLIST *Indicate which forms accompany this PAF for all new appointments:*

Personal Data Form
Copy of Permanent Resident Card (front and back)
TD1 (Personal Tax Credits Return)
TD1BC (BC Personal Tax Credits Return)

Temporary Foreign Worker
Work permit/Study permit
SIN Confirmation Letter with SIN expiry date

SECTION 2: ENDING AN APPOINTMENT BEFORE CONTRACT END DATE

For resignation and contracts being ended early. Not required if appointment is ending according to employment contract.

Reason for appointment ending:

Resignation - please provide notice from employee
Appointment ended by PI/Supervisor - provide reason:

Last Day Worked: _____ YYYY-MM-DD

Will the employee:

Work their notice period
Be paid out their notice period

If applicable, indicate the vacation payout amount (for salaried only): Total vacation payout \$ _____ OR number of hours: _____

The information on this form is collected under the authority of the University Act (RSBC 1996, C. 468), the Income Tax Act, the Pension Plan Act, the Employment Insurance Act, the Financial Information Act of BC, and the Workers Compensation Act of BC. The information on this form is used by the University for payroll and benefit plan administration, statistical compilations, and operating programs and activities as required by University policies. The information on this form is disclosed to government agencies as required by legislation. In accordance with the Financial Information Act of BC, your name, and Remuneration is public information and may be published. If you have any questions about the collection and use of this information, please contact the Manager, Payroll.