



St. Francis Xavier University

Human Resources Office • PO Box 5000 • Antigonish • Nova Scotia • Canada B2G 2W5

A completed Payroll Request form must accompany these forms

Student/Casual Worker or Research Assistant Letter of Appointment

Date: _____

Name: _____

Address: _____

Postal Code: _____

Dear _____,

I am pleased to offer you employment as a _____ for the period _____ to _____.
Your responsibilities will include either those outlined in the research grant application(s) or job description as discussed with your Supervisor in addition to related duties as required.

Following are some of the conditions of your employment:

1. Your salary will be \$ _____ per hour
2. You will be required to work _____ hours per week or varying hours per week
3. You will not be eligible to participate in any of the University's standard benefits
4. Standard deductions for Tax, EI and CPP will apply
5. You will be entitled to receive vacation pay of 4% of your regular earnings or the equivalent time off as determined by your Supervisor.

I look forward to working with you here at StFX University.

If you are in agreement with the above terms of employment, please date, sign and return the enclosed copy of this letter to my attention at your earliest convenience.

Sincerely,

Supervisor

Date: _____

Accepted: _____

Employee



NEW HIRE INFORMATION FORM

FOR PAYROLL USE: Company _____ Employee # _____

DEPARTMENT: _____

SIN#: _____

DATE OF BIRTH: _____
Month Day Year

GIVEN NAME: _____

MIDDLE NAME: _____

SURNAME: _____

PREFERRED NAME: _____

CIVIC ADDRESS: _____

CITY: _____ PROVINCE: _____ POSTAL CODE: _____

HOME PHONE: _____ EMAIL ADDRESS : _____

1ST EMERGENCY CONTACT NAME: _____ PHONE NUMBER _____

CIVIC ADDRESS: _____ RELATIONSHIP _____

2ND EMERGENCY CONTACT NAME: _____ PHONE NUMBER _____

CIVIC ADDRESS: _____ RELATIONSHIP _____

ARE YOU A STUDENT? Yes No if yes CAMPUS BOX: _____

ARE YOU A STATUS INDIAN? Yes No

If yes <http://www.cra-arc.gc.ca/E/pbg/tf/td1-in/td1in-06e.pdf>

WORK PERMIT/STUDENT VISA: YES NO

If yes, you must provide copy of work permit/student visa and social insurance card.

ALL the following forms must be completed to activate employment. Please check to ensure you have completed.

TD1 (payroll deductions) Direct Deposit Info (Void cheque or bank form) YES

Benefit Enrollment Forms (if applicable) YES Signed Student Worker/Casual Form YES

Your pay will be deposited to your bank account. Your account must be with a Financial Institution in Canada. You must attach a void cheque or a form from your bank providing the electronic information (Institution Name, Institution Number, Transit Number and Account Number) for automatic deposit. If you do not provide this information, you will not be paid.

Signed: _____ Date: _____