|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Hire Information*** | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | |
| ***(Select One ->)*** | |  | | **NEW** | |  | **EXTENSION** | | | | |  | **P/T FACULTY** | | | | **FISCAL YR:** | |  | | | | | |
|  | | |  | |  | | |  |  | | | | |  | |  | |  | |  | | | | |
| **FIRST NAME:** | |  | | | | | **LAST NAME**: | | | |  | | | | | | **GENDER:** | |  | **M** |  | **F** |  | **X** |
| **EMAIL:** | |  | | | | | | | | | | | | | | | **c#:** | |  | | | | | |
| **ADDRESS:** | |  | | | | | | | | | | | | | | | | | | | | | | | |
| **PHONE:** | |  | | | | Home # | | | | Cell # | **WORK #:** | | | |  | | **EXT #:** | |  | | | | | |
| **PROGRAM:** | |  | | | | | | | | | | | | | | | | | | | | | | | |
| **CAMPUS:** | |  | | | | | **POST SECONDAY INST:** | | | | | | | |  | | | | | | | | | | |
|  | | | |  | | | | | | | | | | | | | | | | | | | | | |
| ***PROJECT NAME:*** | | | |  | | | | | | | | | | | | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***APPOINTMENT TO STAFF*** | | | | | | | | | | | | | | | | |
| **REPORTS TO:** |  | | | | | | | | | | | | | | | |
| **GROUP:** |  | | **Student** | |  | **SUPPORT STAFF** | | | | | | |  | **ADMIN** | | |
|  |  | |  | |  |  | | | | | | |  |  | | |
|  |  | | | CODE: | | | LEVEL: | |  | |  | | | | CODE: | LEVEL: |
| **EMPLOYMENT**  **CATEGORY**  *(****select******one****)* |  | **CO-OP** | | 42503 - COOP | | | |  |  |  | | **ADMIN** | | | 41900-PTAD |  |
|  | **POST GRAD STUDENT** | | 42509 - PGRA | | | |  |  |  | | **CASUAL** | | | 42500 -SSRR |  |
|  | **RESEARCH STUDENT** | | 42507 - PSTU | | | |  |  |  | | **P/T SUPPORT (RPT)** | | | 42500 - SSRR |  |
|  | **EBAT** | | 42502 - PSTU | | | |  |  |  | | **P/T FACULTY** | | | 42500 - SSRR |  |
|  | **APPENDIX G** | | 42513 - APPG | | | |  |  |  | | **RESEARCH TECHNICIAN** | | | 42500 - SSRR |  |
|  | **CONTRACT/non-instructional** | | 46901 - CSNI | | | |  |  |  | | **TEMPORARY SUPPORT** | | | 42500 - SSRR |  |
|  |  | |  | | | |  |  |  | |  | | |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **START DATE:** |  | | **END DATE:** |  | | | | | |
|  |  |  |  |  | | | | | |
| **WAGE TYPE:** |  | | **RATE:** |  | | | **HRS/WEEK:** |  | |
|  |  |  |  | |  |  | | |  |
| **JOB SITE**: |  | | | | | | **MAX HOURS:** |  | |
|  | **If job site is not managed or operated by Lambton College and remote work agreement is not applicable supervisor must track and complete offsite safety review.** [**Offsite Work Tracking**](https://mylambton.sharepoint.com/:x:/r/sites/HealthandSafetyManagementResearchInnovation-LambtonCollege/Shared%20Documents/General/Offsite%20Work%20Tracking.xlsx?d=w0c4a31ca351c483e826b247f3652ac1a&csf=1&web=1&e=vWuwKu)  **(Work Location: Building No./Room No.)** | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **To be Completed by the Coordinator** | | | | | | | | | | |
|  |  | | | | | |  |  | |  |
| POSITION/TITLE: |  | | | | | | | | |  |
|  |  | | | | | | | | |  |
| COST CENTRE: |  | LAM: |  | | PAYROLL CODE: |  | | |  | |
|  | | | | | | | | | |  |
| FUNDING SOURCE: |  | | | PROJECT/FUNDER NO.: | | |  | | |  |
|  | | | | | | | | | |  |
| CENTRE/DEPT: |  | | | CENTRE/DEPT CODE: | | |  | | |  |
|  |  |  | | | | |  | | |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***ACCESS:*** |  | **HRIS** |  | **LOGIN** |  | **D2L** | | |  | **JIRA** | **TEAMS** | **Colleague** | **Email** |  | **@mylambton.ca** *(student)* | |
|  | **Free Employee Printing** | | | | |  | **Key Card** *(Staff Lounge, Labs, Rooms Access)* | | | | |  | | **@lambtoncollege.ca** *(staff)* |

|  |
| --- |
| ***Eligibility to Work*** |
| • Does the new hire require a visa/work-study permit to work in Canada? **YES NO**  • If yes, did the hire provide a copy? **YES NO EXPIRY DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  • If the new hire does have a visa/work permit, are there any restrictions limiting their role or number of hours? **YES NO** |

|  |
| --- |
| ***Qualifications, Milestones & Deliverables*** |
|  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | |  |  |  | | | | |
| ***Initiator*** | ***Date*** |  |  |  | |  | |
|  | |  |  | |  | | | |  |  |
| ***Verifier/Coordinator*** | ***Date*** |  | ***Approver*** | | | | ***Date*** | | | |

|  |
| --- |
| ***COMMENTS:*** |