



University of Waterloo - Non-Faculty Appointment Approval Form

EMPLOYEE INFORMATION: (to be used for internal and external reporting or payroll purposes)

Mr Ms Dr Other:	First Name(s):	Initial(s):	Last Name:
Employee ID:	Date of Birth: (MM/DD/YYYY)	New Appointment	Re-Appointment
Social Insurance Number (SIN):	SIN Expiry Date (if begins with '9'): (MM/DD/YYYY)	Permanent Address: (for T4 purposes – Department address not accepted):	
Gender: Male Female	Student ID:	Street:	_____
		City:	_____
		Province:	_____ Country: _____
		Postal Code:	_____ External e-mail: _____

Level of Highest Degree

Doctorate
Bachelor Degree

Professional Degree
Professional Designation

Master's Degree
Undergraduate Diploma

Graduate Diploma
No Degree

Areas of Expertise:

Academic Credentials Verified

Year completed:

Visa Status:

- Permanent Resident (landed immigrant) before offer
- Permanent Resident (landed immigrant) after offer
- Employment Visa
- Other
- N/A (Canadian)

Country of Previous Employment:

(Province if Canada)

Country of Citizenship:

Country of Birth:

CONTRACT INFORMATION:

Start Date: (MM/DD/YYYY)

Last day worked: (MM/DD/YYYY)

Location: (building)

Chair/Director Name:

Department:

Title:

Employed Previously by UW: Yes

No

Research Associate - 1560

Full-Time

Post Doctoral Scholar (Domestic)- 1565 (Check this box if previously hired under account: 50180)

Post Doctoral Scholar (International) - 1566 (Check this box if previously hired under account: 50170)

Part-Time

Visiting Researcher - 1585

Visiting Scholar - 7662

Visiting Scientist - 1586

Resident (Optometry use only)

Nature of Duties:

Accounts to be charged:

- Please enter the monthly salary first, then enter the dollar amount to be charged from each work order, this will populate the percentage field. When the monthly salary is split between more than one work order, you must input an amount in the "DOLLAR AMOUNT" field of the second work order line to adjust the amount to be split. Please note we require the percentage field to be completed for processing.
- Vacation pay: Employees enrolled in a University of Waterloo benefit plan will receive paid vacation days as defined by policy, otherwise, employees will receive vacation pay in each pay period as per ESA requirements.

Monthly: Salary

-						
WORK ORDER	ACTIVITY	DOLLAR AMOUNT	PERCENTAGE %	PRINT NAME	SIGNATURE	
-						
WORK ORDER	ACTIVITY	DOLLAR AMOUNT	PERCENTAGE %	PRINT NAME	SIGNATURE	
-						
WORK ORDER	ACTIVITY	DOLLAR AMOUNT	PERCENTAGE %	PRINT NAME	SIGNATURE	
		FTE	100%	or	hours worked:	/35

Appointment Recommended By:

_____	_____
Department Chair/School Director	Date (MM/DD/YYYY)
_____	_____
Faculty Dean	Date (MM/DD/YYYY)

Accepted by Appointee:

_____	_____	_____
Print Name	Signature	Date (MM/DD/YYYY)

Return Date of Acceptance:

Other Remarks:

Note: This form should be accompanied by an appointment letter and standard resume .

When all signatures have been obtained, this form should be returned to the Dean of the appropriate Faculty, University of Waterloo, Waterloo, ON N2L 3G1 for distribution. It will then serve as a contract between the appointee and the University of Waterloo.

Distribution List:
Faculty Dean
Human Resources
Budgets (if funded by operating)
Department Chair