KSA New Employee Form

Revised April 2013

* *To be supplied completed by new employee*

* **Last Name**

* **First Name** * **Middle Initial**

* **Home Phone #** * **Cell Phone #**

* **Personal Email**

Paystubs are sent to personal e-mail accounts ONLY

* **Position / Title**

* **Campus Base**

Attach Void Cheque for payroll ***Attach TD1 Federal & B.C. forms for payroll***

THIS SECTION IS FOR KSA ACCOUNTING & HR (GM) USE ONLY

Employee No. **KSA official E-mail**

Start Date at KSA **First Day Actually Worked**

Probation Period Ends (3 Months, If applicable)

Position / Title Change **Effective Date**

Immediate Supervisor

Employee Category

- 5410 Management
- 5402 Administrative Support /Accounting
- 5404 Member Services Staff
- 5407 MSS Staff
- 5413 Café Staff
- 5414 Temporary Support
- 5415 Executive Board
- 5416 Student Employees
- 5417 Committee Member Honoraria
- 5418 Liaison Officers
- 5123 Intramurals Specialist
- 5477 Clubs & Events Coordinator
- 5523 Reboot Specialists
- 5673 Multipass Coordinator
- 5801 Advocacy Coordinator
- 5840 Peer Counselling Coordinat
- #### OTHER
- #### OTHER
- #### OTHER
- #### OTHER

Hourly **Salary**

Rate per hour
Hours (Biweekly)
Biweekly Amount

Vacation Pay Paid Out on Each PayCheck
Vacation Pay Retained
Note: No Vacation Payout for Executive Board Members

E.I. Exempt No Yes
Only Applies for Executive Board Members

Benefit Entitlement Yes No As per SCS Other: E.g. Bus passes
Cell Phone Bill Reimbursement

Keys / FOB Issued To Employee
Local Phone No. Assigned
Voice Mail Password Assigned
Work Email Assigned
Library Card (Affiliate Card)
Parking Permit (ask GM for instruction)

Computer / Equipment Issued:

PC/ LAPTOP model: Model Name: