

CONFIDENTIAL



NOTICE OF HIRE RESEARCH GRANT EMPLOYEE

NON-STUDENT / Non TRAC Union/ Non CARE Union

SECTION 1 – EMPLOYEE INFORMATION

Employee I.D.		S.I.N.	
Family Name		Gender	Female Male
Given Names		Date of Birth (yyyy/mm/dd)	
Address	STREET	APT. CITY	PROVINCE POSTAL CODE
Res Telephone #		Internal Office Address	Office Ext.
Citizenship (Mandatory)	Copy already on file at Human Resources Canadian Citizenship Permanent Resident Visa (attach copy) Employment Authorization (attach copy) - Expiry Date (yyyy/mm/dd)		

SECTION 2 – PERIOD OF EMPLOYMENT & SALARY INFORMATION

(Benefit, deduction & vacation costs will be applied above the salary indicated)

Date of Hire (yyyy/mm/dd)	Total Period of Employment ___Month(s) ___Year(s)
Date of Termination (yyyy/mm/dd)	Hours per week (MANDATORY)
Select ONE choice only	Salary for Period OR Annual Salary \$ _____ \$ _____ / year

SECTION 3 – POSITION INFORMATION AND ACCOUNT CODE

	less than 12 Months		more than or equal to 12 Months	
Position Title		Vacation Pay		Vacation Pay
Support – Office	66630	Paid Every Pay Period	66635	Time Taken or Paid Upon Termination
Postdoctoral Fellow	66670	Time Taken	66680	Time Taken
Postdoctoral Fellow Foreign	6667F		6668F	
Other (specify title and account code)	_____			

Project Name				
Department				
Faculty	Arts & Science Engineering & Computer Science	Fine Arts John Molson School of Business		
Fund #	Distribution (% or Amt)	Grantee's Name	Grantee's Signature*	Date (yyyy/mm/dd)

Employee's Signature

CONTACT FOR ADMINISTRATIVE PURPOSES

Full Name (please print)	Email or Phone Ext.	
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§ "I acknowledge that Tri-Agency grants cannot be used to pay compensation to grant recipients or those who conduct research independently as part of the terms and conditions of their employment nor those expected to work on the funded research free of charge as a collaboration as per the funding opportunity. Exception: Postdoctoral fellows may receive reasonable compensation for time spent working on grant recipients' funded research/activities.

- Please forward:**
- a copy to HRSharedServices.Payroll@concordia.ca
 - a copy to Dean's Office
 - a copy for your files