

PAYROLL INFORMATION / TIME SHEET PROFESSIONAL SERVICES CONTRACTS

FOR HUMAN RESOURCES
USE ONLY

Contract Received by HR

This data is being collected under the authority of the Brandon University Act and will be used for Revenue Canada reports. It is protected by the Protection and Privacy provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection, contact the Associate Vice-President, People & Talent, Human Resources, Brandon University.

EMPLOYEE NAME: _____

EMPLOYEE #: _____

FACULTY/DEPT: _____

B.U. EMAIL: _____

ADDRESS: _____

POSTAL CODE: _____

PHONE: _____

PENSION OFFERED: YES NO

CONTRACT DATES: _____

TO: _____

(*must align with Payroll Start/End dates*)

START DATE

END DATE

HOURS PER WEEK: _____

JOB TITLE: _____

BUDGET CODE: _____

RANK: _____

WAGE: \$ _____ **PER HOUR**

(Appendix F.4.2)

UNION: BUFA

DUES: YES

AUTHORIZED BY: _____

DEAN / DIRECTOR

DATE: _____

DOCUMENTS TO BE ISSUED WITH CONTRACT:

- BU HR Forms
- BU Policies and Acknowledgment Form
- Direct Deposit Form
- TD1's – Federal & Provincial
- Pension Offer Form
- Pension Application for Membership

Please note, PITS **must be returned with a copy of the signed employment contract, as well as the applicable hiring information. **