# APPOINTMENT INFORMATION FORM

# Please fill out the information below for new hires or positions that need to be posted.

**Note**: for all UBC employees, work must be performed in Canada and the employee must have a valid work/study permit and SIN. If you have questions, please contact SPPH HR.

Does this position need to be posted? Yes  No

# Do you have an incumbent in mind for this position? Yes No

# If yes, please complete the new hire information below.

**\*Note: If this is a staff or faculty position, it may require posting to comply with the relevant collective agreements and handbooks. Please contact the SPPH HR team if you are unsure whether or not the position needs to be posted:**

**Faculty**: Amanda Versteeg, Senior HR Manager, [amanda.versteeg@ubc.ca](mailto:amanda.versteeg@ubc.ca)

**Staff**: Taryn Lowther, HR Manager, [taryn.lowther@ubc.ca](mailto:taryn.lowther@ubc.ca)

**NEW HIRE INFORMATION**

# Name of new hire:

Last First Middle

Phone:       Email:

Student  Staff  Faculty  Location of work:       \*See work location note below

Workday Supervisory Organization (sup org) employee should be hired into:

**\*Note**: Usually this will be the manager’s supervisory organization. If the manager does not have a sup org in Workday, please email [taryn.lowther@ubc.ca](mailto:taryn.lowther@ubc.ca) to request a new one. Sup org managers are responsible for all Workday approvals for their employees in Workday (e.g., new hires, extensions, vacation, sick leave, etc.). Please include the **name of the manager** who will supervise staff in the sup org and the **name of the sup org you would like in the following format** in your request:

“NAME | School of Population and Public Health | Faculty of Medicine”

Sup org manager’s name:

**STUDENT APPOINTMENTS**

Program student is currently enrolled in:

Domestic student  International student

**FOR WORK LEARN STUDENTS**

Please send the **Work Learn funding announcement email** to [spphhr.assistant@ubc.ca](mailto:spphhr.assistant@ubc.ca) and provide the following:

* Work Learn project number (on funding announcement email):

**\*Location Note**: if the location of work is in SPPH, please contact Shannon Charney, Director, Administration & Operations, at [shannon.charney@ubc.ca](mailto:shannon.charney@ubc.ca) regarding workspace assignments in the School. Please include the following information in your request:

1. New employee appointment dates
2. New employee position title
3. Supervisor this position reports to
4. Workstation/office preference

Shannon will review your workspace request and advise if it is approved, or if she requires additional information.

**DURATION OF EMPLOYMENT**:

From:       To:       Monthly  Recommended

yyyy/mm/dd yyyy/mm/dd Hourly  rate of pay:

Status: Full-time  Part-time  FTE:

Possibility of extension? Yes  No  Position reports to:

**FUNDING**:

Program Grant Project Gift Cost Centre

**CURRENT WORKTAG END DATE (EXPIRY):**

**\*\*If more than one worktag, please complete “SPPH Costing Allocation Template” spreadsheet on the** [**SPPH HR Forms page.**](http://med-fom-spph-internal.sites.olt.ubc.ca/general-resources/policies-forms/)

|  |  |  |
| --- | --- | --- |
| Please fill out section if you can. If not, leave for HR: | | |
| Position # | Business Title | Pay grade |
| Job ID (Competition #) | Employee group | Level |

Does the position require UBC to do a Criminal Record Check? Yes  No  [More on criminal record checks](http://www.hr.ubc.ca/administrators/managing-staff/criminal-record-checks/)

Does the position require inclusion in the Occupational & Preventative Health program? Yes  No  [More on OPH Program](https://hr.ubc.ca/health-and-wellbeing/occupational-preventive-health-oph)