

TIME SHEET JOINING FORM - CUPE

Human Resources, Langara College
100 West 49th Avenue, Vancouver, BC V5Y 2Z6
This form is available on the employee portal

THE FOLLOWING PERSON IS TO BE HIRED ON A TIME SHEET BASIS

Return completed form to Human Resources by **Thursday** noon of payroll cut-off week

Last Name	First Name
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Employee ID Number	Social Insurance Number	Sex Male Female	Date of Birth (YYYY/MM/DD)
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Address	Apt No.
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City	Postal Code	Home Phone Number
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Start Date (YYYY/MM/DD)	End Date (YYYY/MM/DD)
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Position Title	Pay Grade	Step	Bi-weekly Salary \$
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Replacing Who?	Reason
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Banner Position Number	Banner Organization Number
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If you have previously qualified for benefits (minimum of 850 hours worked), please initial whether you wish to maintain benefits OR if you wish 10% in lieu of benefits.

I wish to remain on benefits	Initial Here	I wish the 10% in lieu	Initial Here
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Department	Departmental Signature
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To Be Completed by Human Resources

Title	HR Approval
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To Be Completed By Payroll

Deduction	Tax	Bank	Previously Entered
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