

EMPLOYEE INFORMATION FORM – CASUAL STAFF

This form is for use within Human Resources. Personal information collected on this form is confidential, and is used by Human Resources for the purpose of setting up casual employment assignments. Please note that Human Resources may disclose this information to relevant stakeholders as required.

Personal Information (This form must be completed by the employee upon initial hire at Carleton University.)

Were you previously employed at Carleton? YES <input type="checkbox"/> NO <input type="checkbox"/>	Banner ID/Carleton Student number:	Title:	Gender: M <input type="checkbox"/> F <input type="checkbox"/> O <input type="checkbox"/> U <input type="checkbox"/>
Legal Last Name	First Name	Middle Name	
Preferred First Name (if different from first name)	If Carleton Student: Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> Not Carleton Student <input type="checkbox"/>		
Citizenship: <input type="checkbox"/> Canadian <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Temporary Resident – SIN Expiry Date: YYYY-MM-DD <i>If you are a temporary resident, fill in your SIN expiry date above and submit a copy of your work or study permit with the completed package.</i>	Validated by HR:		Date of Birth: YYYY-MM-DD
			Social Insurance Number: SSS-SSS-SSS

Permanent Address and Contact Information

Unit #	Address Delivery Line: Box / Street / RR		
City/Town	Province/State	Postal/Zip Code	Country
Email Address		Local Telephone (including area code)	

Work to be Performed

Department Name	Supervisor Name	Type of Work to be Performed <input type="checkbox"/> TA <input type="checkbox"/> Other <input type="checkbox"/> Post. Doc. <input type="checkbox"/> Sessional Lecturer
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Payment Information

Carleton University policy states all employees are paid by direct deposit to a Canadian bank. **Attach a void cheque or direct deposit authorization form with the employee's name on it.**

Use of Information

Name and address information is shared by Payroll, Human Resources, Student & Development/Alumni Services through the use of the Banner Database. The information supplied below will update any current name and address information in the Banner System and these updates will be utilized for any mailings from the aforementioned units.

The above information is collected for the purpose of Payroll Processing and T4/A Reporting. If you have any questions about this form, please visit our FAQ page (<https://carleton.ca/hr/employee-faq/>) or contact Human Resources at humanresources@carleton.ca.

Completed package includes:

- Personal Information Form
- TD1 Form (Federal Tax Form)
- TD1-ON Form (Provincial Tax Form)
- Confidentiality Agreement Form
- Mandatory Training Form
- VOID Cheque or signed Direct Deposit Advice with employee

Temporary residents must also submit:

- Letter of Confirmation of Social Insurance Number (SIN)
- Photocopy of valid immigration document indicating eligibility to work (Work Permit or Study Permit)

Office Use:	Previously Set Up
PPAIDEN:	<input type="checkbox"/>
PEAEMPL:	<input type="checkbox"/>
GXADIRD:	<input type="checkbox"/>
PDABDSU/PDAEDDN:	<input type="checkbox"/>
PEABARG:	<input type="checkbox"/>
PEAREVW	<input type="checkbox"/>
Completed By _____	Date _____
Validated By _____	Date _____

Submit complete package to Human Resources at humanresources@carleton.ca or 507 Robertson Hall.

The personal information requested on this form is collected in accordance with Sections 38(2) and 41(1) of the Freedom of Information and Protection of Privacy Act (FIPPA), R.S.O. 1990, c.F.31 as amended. The information provided will not be used for any purposes other than those stated upon this form unless the applicant provides express written consent. Should you have any questions concerning your personal information, please contact the Assistant Director, Employee Services, FIPPA Representative for Human Resources, Room 507 Robertson Hall, (613)520-2600 x8635. Carleton University is fully compliant with FIPPA and endeavours at all times to treat your personal information in accordance with this law.