



## Payroll: Student Appointment Checklist

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Please complete this form when a student is hired or re-hired. The Manager or supervisor should complete this checklist in consultation with the student prior to sending the student appointment form to payroll.

**Note:** All “New Hires” - employees’ **not previously paid by UBC** must have a direct deposit form and the TD1 forms attached to the student appointment form when it is sent to payroll.

International students or any employee with a social insurance number (S.I.N) starting with the digit “9” must have a valid copy of the student’s Study Permit also attached to the student appointment form when it is sent to payroll. For employees **not paid in the current calendar year** updated TD1 forms should be attached to the student appointment form when it is sent to payroll.

### This form is for departmental use only

		CHECKLIST	YES	N/A
1	a.	Employee I.D. and PIN # assigned (currently provided to the student by payroll)		
	b.	Student has been given Employee ID # and PIN # <i>and</i> advised to visit the Faculty and Staff Self Serve Website.		
2		<b>ATTACHMENTS TO THE STUDENT APPOINTMENT FORM</b>		
	a.	Direct Deposit Form		
	b.	TD1 (Fed. & Prov.)		
	c.	Study Permit (S.I.N. # begins with the digit “9”)		

### DIRECT DEPOSIT AND TD1 FORMS

<http://finance.ubc.ca/forms#payroll>

### UBC FACULTY & STAFF SELF-SERVICE

<https://www.auth.cwl.ubc.ca/auth/login?serviceName=pssslogin>

**Note:** The Faculty & Staff Self Service Website contains critical information for all UBC faculty & staff. By logging in, employees are able to update their address and other personal information, view pay statements, retrieve T4 and T4A tax slips and obtain pertinent information on their Campus Wide Login (CWL). It is important that all UBC staff familiarize themselves with the information available on this website.