

Human Resource Services - Payroll 1265 Military Trail, Room BV526C/D Toronto, Ontario, M1C1A4

payroll.utsc@utoronto.ca

# **BIWEEKLY SET-UP/CHANGE OF INFORMATION SHEET**

This form should be	e submitted to Hur	man Resource Se	rvices in accorda	nce with the	Biweek	kly Pay	roll Schedu	ule.							
☐ Mr. ☐ Ms.	☐ Mrs.	☐ Miss.	□ Dr.	☐ Prof.		☐ Misc.		x							
First & Middle Name (N	lame on SIN Card)	Known As (Option	al)	Last N	lame (Na	ime on S	IN Card)								
SIN		Student No.		Persoi	nnel No.										
Street No. and Name		Apt No.	City/Town		Province	е	Postal Code								
Telephone	Middle Name (Name on SIN Card)  No. and Name  Tou are a Canadian Citizen, Permanent Residently only the employment of Canadian Canadian  Letter of Offer:  Verification of SIN Card:  Work Permit (if applicable Banking Authorization:  Current Year TD1 Tax For Current Year TD1ON Tax I Safety Training Acknowled CFC  Tyisor's Name (Please Print)  Tryisor's Signature		Date of Birth	(DD/MM/YYYY	·	Gender Male	☐ Female	□х							
					Proof of sta	atus will b	e required.	s permit							
	☐ Canadian	□ Permar	nent Resident		□ Wo	rk Perm	nit								
Letter	of Offer:		☐ Attached												
Verific	ation of SIN Card:		☐ Returning	Employee	Verifi	ied by _		_							
Work F	Permit (if applicabl	e)	☐ Attached		□ On	າ File									
Bankin	g Authorization:		$\square$ Attached		□ On	າ File									
Curren	it Year TD1 Tax Fo	rm:	$\square$ Attached		□ On	າ File									
Curren	it Year TD10N Tax	Form:	$\square$ Attached		□ On	ı File									
Safety	Training Acknowle	edgement Form:	☐ Attached	☐ Attached ☐ On File											
Starting Date	Ending Date	2	Hourly Rate (+4	% Vacation Pa	іу) Тур	pe of Wo	ork								
CC	CFC		Order No.		Fur	nd No.									
Supervisor's Name	(Please Print)		Telephone	No.											
Supervisor's Signatu	ıre		Date												
Discipline			Departmen	nt											

- Please forward completed forms and all attachments to payroll.utsc@utoronto.ca
- Incomplete forms/incorrect information will delay processing.
- For enquiries or questions please email Payroll Services at payroll.utsc@utoronto.ca



#### PAYROLL BANK DEPOSIT AUTHORIZATION FORM FOR DIRECT DEPOSIT

#### INSTRUCTIONS FOR COMPLETION:

- To ensure that your account is correct, <u>please attach a cheque marked "VOID"</u> for an account with <u>chequing privileges or a personalized deposit slip.</u> (Your financial institution may not accept Direct Deposit for accounts other than savings or chequing, i.e. line of credit. Please check with your financial institution.)
- Be sure to complete ALL sections and sign the form in Section "D".
- Return the completed form to B526C/D, Human Resource Services, for processing. Please check with your department regarding payroll deadlines.

# Section A - Personal Information

Last Name:	First Name:
Personnel Number:	Social Insurance Number:
Address (Street No. & Name, Apt. No., City, Province,	Postal Code):
Home Telephone No.:	University Telephone No.:

### Section B - Requested Action

Ch	eck	one only:	YYYY-MM-DD	
(	)	New Direct Deposit (first time set-up)	Effective Date	
		Change Direct Deposit	Effective Date	
(	( )	Please do not close the account to which until you have had one successful depos		

#### Section C - Institution Information

Your account number must be recorded accurate information will be rejected. For this reason, be sure account number.	
Name of Bank or Financial Institution:	
Institution Number (3 digits):	Bank Transit Number (5 digits):
Account Number (7-12 digits):	Main Intersection of Bank:
Bank Address: (Street No. & Name, City, Province, Po	ostal Code; Canadian Branches Only)
Postal Code:	Bank Telephone No.:

## **Section D – Authorization and Signature**

I hereby authorize the University of Toronto to deposit my payroll payment in the bank or financial institution designated and I hereby authorize the bank or financial institution designated to release bank account number to the University of Toronto Payroll Department.							
Signature:	Date(yyyy-mm-dd):						
	Department:						



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## SAFETY TRAINING ACKNOWLEDGEMENT FORM

Please <u>forward completed form</u> with <u>both</u> the <u>Employee/Student's and Supervisor's signatures</u> to UTSC Payroll Services <u>payroll.utsc@utoronto.ca</u>.

EMPLOYEE/STUDENT INFO	MATION (PLEASE PRINT):	
First Name	Last Name	
Department/Division	Room/Laboratory No.	
Position	Telephone No.	
Email Address		
It is the responsibility of employee	student to complete safety training courses assigned by the employer and supervis	or.
By completing and signing this assigned by your employer and Employee/student's acknowledge.	·	9
	RINCIPAL INVESTIGATOR INFORMATION (PLEASE PRINT):  visor to ensure the employee/student has met safety training requirements under .	the
First Name	Last Name	
Department/Division	Room/Laboratory No.	
Telephone No.	Date	
training assigned by you and u	form, you acknowledge that your staff must complete the required safety der the Occupational Health and Safety Act.  signature required:	<u> </u>

Supervisor must review the Safety Training Matrix for Laboratory Personnel or Safety Training Matrix for Administrative & Facilities Staff and highlight the courses applicable to the employee/student's work. The Safety Training Matrix is on the reverse of this form or can be found at: <a href="https://www.utsc.utoronto.ca/hr/health-safety-forms">https://www.utsc.utoronto.ca/hr/health-safety-forms</a>

Instructions for Accessing Training can be found at: <a href="https://www.utsc.utoronto.ca/ehs/training-information">https://www.utsc.utoronto.ca/ehs/training-information</a>

For help in course selection, please contact:

UTSC EHS ehs.utsc@utoronto.ca



# Safety Training Matrix For Admin & Facilities Staff

**WELCOME!** The Office of EHS welcomes you to the University of Toronto. Please take the time to review this document as it outlines the minimum training requirements for individuals who work in our offices and/or support and maintain our facilities. Please answer the questions in the table below to determine which requirements apply to you. If you answer "yee" the corresponding training/documents apply. You are responsible to ensure that you are aware of your training requirements. Please speak with your supervisor or manager if you have any questions about training and/or registering. Please feel free to contact the Office of EHS should you have any questions, we are here to help and we look forward to meeting you.

Who? Examples include: Facilities & Services, Facilities Management, Ancillary Services, etc. (Register for training at www.ehs.utoronto.ca)

**Department-specific training:** Some departments (e.g. caretaking) may have tailored specific training for their groups to cover these topics. This training matrix does not eliminate the need for department-specific training (e.g. orientation, equipment usage/maintenance, emergency response, work etc.)

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Receives packages - biological agents (does not open)  Receives packages - radioactive materials (does not open)  No expiry  Projects (e.g. property managers, project managers)  Hells 567 Asbestos Training for Type 1 & 2 Asbestos Workers & Their Supervisors (EHS 568 Refresher)  Hells 535 Fall Protection  Projects (e.g. system)  Projects (e.g. property managers, project managers)  Receives packages - radioactive materials (does not open)  No expiry  No expiry  No expiry  Online  15 EHS 533 Mould: Evaluation and Controlling the Hazard No expiry in-class  Projects (e.g. property managers, project managers)  Fels 567 Asbestos Training for Type 1 & 2 Asbestos Workers & Their Supervisors (EHS 568 Refresher)  Projects (e.g. property managers, project managers)  Their Supervisors (EHS 568 Refresher)  Projects (e.g. property managers, project managers)  Fels 535 Fall Protection  Projects (e.g. property managers, project managers)  Fels 535 Fall Protection  Projects (e.g. property managers, project managers)  Their Supervisors (EHS 568 Refresher)  Projects (e.g. property managers, project managers)  Fels 537 Fall Protection  Projects (e.g. property managers, project managers)  Their Supervisors (EHS 568 Refresher)  Projects (e.g. property managers, project managers)  Projects (e.g. property managers, project managers)  Their Supervisors (EHS 568 Refresher)  Projects (e.g. property managers, project managers)  Their Supervisors (EHS 568 Refresher)  Projects (e.g. property managers, project managers)  Projects (e.g. property managers, project managers)  Projects (e.g. property managers, project managers)  Fels 532 Respiratory Protection  Projects (e.g. property managers, project managers)  Projects (e.g. property managers, project managers)  Projects (e.g. property managers, project managers)  In-class  Projects (e.g. property managers, project managers)  Fels 532 Respiratory Protection  Projects (e.g. pr				$\vdash$																						•				_
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KeyRequirementsValid ForDeliveryKeyRequirementsValid ForDelivery1EHS 002 Basic Health and Safety AwarenessNo expiryonline*15EHS 533 Mould: Evaluation and Controlling the HazardNo expiryin-class2EHS 509 Asbestos Awareness OR EHS570 Managing Asbestos Projects (e.g. property managers, project managers)No expiryonline16EHS 529 Noise: Evaluation and Controlling the HazardNo expiryonline3EHS 567 Asbestos Training for Type 1 & 2 Asbestos Workers & Their Supervisors (EHS 568 Refresher)5yrsin-class17EHS 532 Respiratory Protection2yrsin-class4EHS 535 Fall Protection2yrsin-class18EHS 519 LeadNo expiryin-class5EHS 539 Aerial Platform Lift3yrsin-class19EHS 507 SilicaNo expiryin-class6EHS 557 Cold StressNo expiryonline20EHS 528 Slips, Trips and FallsNo expiryonline7EHS 531 Heat StressNo expiryonline21EHS 536 Office ErgonomicsNo expiryonline8Confined Space (campus-specific training will vary)2yrsin-class22EHS 567 WHMIS for Non-Lab Staff3yrsonline9EHS 549 Working in Loading DocksNo expiryonline23EHS 571 Lock out Tag outNo expiryin-class10EHS 953 Lab Safety Awareness for non-Lab StaffNo expiryonline25EHS 909 TDG - Biologicals2yrsin-class1	Recei	ves packages - biological agents (does not open)																									•			
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Projects (e.g. property managers, project managers)  Syrs  in-class  EHS 567 Asbestos Training for Type 1 & 2 Asbestos Workers & 5yrs  Their Supervisors (EHS 568 Refresher)  Left Syrs  in-class  Their Supervisors (EHS 568 Refresher)  Left Syrs  In-class  In-class In-cla		<u> </u>				_		+		$\rightarrow$		-										_			+	<u> </u>	_	-		
Their Supervisors (EHS 588 Refresher)  4 EHS 535 Fall Protection  2yrs in-class  18 EHS 519 Lead  No expiry in-class  5 EHS 539 Aerial Platform Lift  3yrs in-class  19 EHS 507 Silica  No expiry in-class  6 EHS 557 Cold Stress  No expiry online  20 EHS 528 Slips, Trips and Falls  No expiry online  7 EHS 531 Heat Stress  No expiry online  21 EHS 536 Office Ergonomics  No expiry online  8 Confined Space (campus-specific training will vary)  2yrs in-class  22 EHS 576 WHMIS for Non-Lab Staff  3yrs online  9 EHS 549 Working in Loading Docks  No expiry online  23 EHS 527 Lock out Tag out  No expiry in-class  10 EHS 953 Lab Safety Awareness for non-Lab Staff  No expiry online  25 EHS 909 TDG - Biologicals  2yrs in-class  12 EHS 547 Load Securement  No expiry online  26 EHS 908 TDG - Radiation (Receiving only)  3yrs in-class	2	Projects (e.g. property managers, project managers)			No 6	expir	<i>y</i>	onl	ine		16	E	18 52	29 No	oise:	Eval	uatı	on ar	1d C	ontro	lling	the	Haz	ard	No	ехрі	ry	or	ılıne	
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12         EHS 547 Load Securement         No expiry         online         26         EHS 908 TDG — Radiation (Receiving only)         3yrs         in-class	11	<u> </u>				_		-		$\rightarrow$		$\overline{}$											+			-				
13 EHS 534 Manual Materials Handling No expiry online 27 EHS 303 Job Safety Analysis No expiry in-class	12	*				_		-		$\rightarrow$		_					_		eceiv	/ing (	only)				÷			_		
	13	EHS 534 Manual Materials Handling			No e	expir	у	onl	ine		27	Eŀ	EHS 303 Job Safety Analysis										No	expi	ry	in	-cla	ŝs		
14 Mercury (Different training depending on tasks) No expiry in-class 28 EHS 305 Accident Investigation for Supervisors No expiry in-class	14	Mercury (Different training depending on tasks)			No e	expir	y	in-	clas	s T	28	EH	4S 30	)5 Ac	cide	nt In	vest	igati	on f	or Su	perv	isors	3		No	expi	ry	in	-clas	ŝS





# Safety Training Matrix For Laboratory Personnel

**WELCOME!** The Office of EHS welcomes you to the University of Toronto. Please take the time to review this document as it outlines the minimum training requirements for individuals who work in a lab environment. Please answer the questions in the table below to determine which requirements apply to you. If you answer "yes" the corresponding training/documents apply. You are responsible to ensure that you are aware of your training requirements. Please speak with your supervisor or manager if you have any questions about training and/or registering. Please feel free to contact the Office of EHS should you have any questions, we are here to help and we look forward to meeting you.

Who? ALL Research Lab Positions: Principal Investigators, Supervisors, Managers, Technicians, Post Docs, Research Associates, internship students, project students, grad & undergrad students. (Register for training at www.ehs.utoronto.ca)

									Com	plete	this	Train	ing F	Reaui	remei	ıt (Se	e Kev	belo	w)								
nts, a	ice	ARE YOU A U OF T FACULTY, STAFF OR STUDENT WHO	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22			
r cal age	EHS Off	will work in a CL1 / CL2 Lab?	•	•	•	•																					
<b>Biosafety</b> any biologic	. Contact	will work with human materials (e.g. blood, specimens, tissue, cells)?	•	•	•	•	•																				
Chemical & Laboratory Safety  *If working with high hazard chemicals *If working with any biological agents,	oermit is required. Contact EHS Office	will work with viral vectors (e.g. retrovirus, lentivirus, biological agents?	•	•	*	•		*																			
*If work	permit i	will ship/receive/import biological agents?	•	•	•	•			•																		
<b>fety</b> micals	6	will work with/near chemicals?	•	•																							
ory Sa	ermit is	will use a respirator in the lab?	•	•						•																	
<b>aborat</b> gh haza	mical P EHS).	will work with hydrogen fluoride?	•	•							•																
al & L; with hi	rd Che ntact E	will work with mercury?	•	•								•															
Chemical & Laboratory Safety working with high hazard chemica	a High Hazard Chemical Permit is required (contact EHS).	will work with molten materials?	•	•									•						_								
<u>ਤੇ</u> ਵੋ	a Hig requi	will ship chemicals? will work with open and	•	•										•													
a,	3	sealed sources? will work with sealed	•	•											•	•								-			
or lase	EHS	sources only? will work with irradiators	•	•													•	•						1			
Radiation Safety If working with any radiation/x-ray or laser, a	oermit is required. Contact Office of EHS	*training inloudes 30 mins of hands-on	•	•													•	•									
iation adiati	ontact	will receive/ship materials?	•	•															•								
Rad th any	red. Co	will receive rad materials?	•	•																•				1			
ing wit	s requi	will work with x-ray machines?	•	•																	•	•					
*If work	permit i	will work with open beam class 3B and class 4 lasers?	•	•																			*	•			
Human & Animal	Research Safety	Will work with humans or handle live animals/ carcasses/tissue or will have access to a vivarium? Contact your Local Animal Care Committees (LACCs)	•	•																							
Research	Abroad	Will conduct research work in a lab setting outside of Canada (Contact Safety Abroad Office (safety. abroad@utoronto.ca) & EHS	•	•																							
Key		ements			Valid	For	1	eliv	ery	ŀ	(ey	Req	uirer	nents					Val	id Fo	r D	elive	ry				
		Basic Health and Safety Awar		-	No exp	piry	-	nline		-	2	-		OG Che		L.			3yrs		_	nline					
3		HS 101 WHMIS and Laboratory Safety HS 601 Biosafety		$\rightarrow$	3yrs No exp	nirv	-	nline n-clas		-	3  4	-			n Safe	ty ty Refre	sher		3yrs		-	ı-class nline					
4	<u> </u>			$\rightarrow$	1yr	PILY	-		s/onli	-	5	+			ources		,311GI		3yrs		_	nline					
5		B Blood Borne Pathogens		$\rightarrow$	No exp	pirv	-	n-clas			6	-				Refres	her		3yrs		-	online					
6		3 Viral Vectors (upcoming)		$\rightarrow$	1yr	r")	$\rightarrow$	nline		-	7	-		DG Rad					3yrs		-	ı-class					
7 EHS 909 TDG Bio			$\rightarrow$	2yrs		$\rightarrow$	n-clas	S	-	8	+				iving o	nly		3yrs		_	ı-class						
8	EHS 532	Respiratory Protection			2yrs		i	n-clas	S	1	9	EHS	741 X-	-ray Sa	fety				3yrs	8	01	nline					
9 EHS 006 Hydrogen Fluoride		$\neg$	No expiry			online			_		_					3yrs			online								
9	EH2 006	i ilyulugeli i luullue			ino ext	piry	0	nline		2	20	EHS	745 X-	-ray Sa	fety Re	fresher	·		3yrs	<u> </u>	01	iiine	in-class				
9 10		Mercury Safety Awareness		$\rightarrow$	No exp		$\rightarrow$	nline nline		-	20 21	-		-ray Sa aser Sa		fresher			3yrs 3yrs		-						

