



BIWEEKLY SET-UP/CHANGE OF INFORMATION SHEET

This form should be submitted to Human Resource Services in accordance with the **Biweekly Payroll Schedule**.

Mr. Ms. Mrs. Miss. Dr. Prof. Misc. Mx.

First & Middle Name (Name on SIN Card)		Known As (Optional)		Last Name (Name on SIN Card)	
SIN		Student No.		Personnel No.	
Street No. and Name			Apt No.	City/Town	Province
Postal Code					
Telephone	Email Address		Date of Birth (DD/MM/YYYY)		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> X

If you are a Canadian Citizen, Permanent Resident, or on a Work Permit, you must include your SIN in the space above. Federal regulations permit only the employment of Canadian Citizens, Permanent Residents or holder of Work Permits. Proof of status will be required.

Canadian Permanent Resident Work Permit

Letter of Offer:	<input type="checkbox"/> Attached	Verified by _____
Verification of SIN Card:	<input type="checkbox"/> Returning Employee	<input type="checkbox"/> On File
Work Permit (if applicable)	<input type="checkbox"/> Attached	<input type="checkbox"/> On File
Banking Authorization:	<input type="checkbox"/> Attached	<input type="checkbox"/> On File
Current Year TD1 Tax Form:	<input type="checkbox"/> Attached	<input type="checkbox"/> On File
Current Year TD1ON Tax Form:	<input type="checkbox"/> Attached	<input type="checkbox"/> On File
Safety Training Acknowledgement Form:	<input type="checkbox"/> Attached	<input type="checkbox"/> On File

Starting Date	Ending Date	Hourly Rate (+4% Vacation Pay)	Type of Work
CC	CFC	Order No.	Fund No.

Supervisor's Name (Please Print)	Telephone No.
Supervisor's Signature	Date
Discipline	Department

- **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