

This form is used to notify Human Resource Services Operations of person of interest (POI) appointments, extensions, and terminations. All forms must be accompanied by any required supporting documents such as contract letter, work permit etc. For assistance with this form, please contact your [HR Contact](#) or call (780) 492-4555.

Department _____ Dept. ID # (6 digits) _____ Nature of Action _____

Personal Information

Person ID # _____ Last Name _____ First Name _____ Middle Name _____

Previous Names (s) _____ Date of Birth _____ Gender Female Male Other

Social Insurance # _____ SIN # verified by Dept./Faculty Immigration Status: _____

Country of Citizenship (other than Canadian) _____ Expiry Date _____

Address _____ City _____ Prov/State _____

Postal Code _____ Country _____ Phone (Home) _____ Phone (Business) _____

Hire Details and Category

Bargaining Unit: Not Applicable - NBU Employee Class: _____

Union Code: Not Applicable - NUA Person of Interest: _____

Rank/Title (max. 30 characters): _____

Compensation

Total Compensation: \$ _____ Payment Frequency (by Total Compensation) Annual Hourly Monthly One-Time Payment Other

Effective Date: _____ End Date (if required): _____ Payment Type _____

Earn Code _____ Combo Code OR Chartfield _____ Amount _____

Effective Date: _____ End Date (if required): _____ Payment Type _____

Earn Code _____ Combo Code OR Chartfield String _____ Amount _____

For Terminations: _____ **Effective Date:** _____

Comments

Prepared By

Name _____ Phone _____ Date _____

Authorization and Approvals – The Department/Faculty and the Trustholder should retain a copy of the completed form for their records.

Authorization and Approvals are in accordance with the University of Alberta Signing Authority and Delegation of Signing Authority Policy and Signing Authority and Approval procedures. Refer to U of A Policies and Procedures Online (UAPPOL) www.uappol.ualberta.ca.

Authorized By: Name _____ Signature _____ Date _____

Internal Control Approval: Name _____ Signature _____ Date _____

Faculty/Dept Authorization: Name _____ Signature _____ Date _____

For HRS Use Only

Paymaster Benefit Program _____

Please submit completed form by email to payroll.operations@ualberta.ca or mail to:
Payroll Operations, Human Resource Services, 2-60 University Terrace, University of Alberta, Edmonton, AB T6G 1K4

Person of Interest Pay Action Form - Instructions

Please note: Not used for Visiting Speakers. Please continue to use the visiting Speaker Form

Department Information

Department – Provide your Department Name

Department ID – Provide your 6-digit Department ID Number

Nature of Action – Add a Person of Interest – Unpaid, Add a Person of Interest – Paid, Extension of Appointment, Terminate a Person of Interest – Unpaid, Terminate a Person of Interest – Paid

Personal Information

Person ID # – All information in the Payroll/HR system is processed by PERSON ID numbers. If the individual was or is a student at the university indicate the student number. If the individual was previously employed at the university a Person ID number would have been assigned. Use Search Match in HCM to find the Person ID number. Duplicate Person ID numbers - ensure you have done a thorough and complete search prior to creating a Person ID number.

Date of Birth – The Date of Birth information is mandatory. The date is used in determining eligibility for deductions such as Canada Pension Plan (CPP). Format should be yyy/mm/dd.

Social Insurance Number – The Social Insurance Number (SIN) is used to administer many government benefits including CPP and Employment Insurance. Every person working in Canada must have a SIN. Employees are required by law to show proof of their SIN by presenting a SIN card, letter (confirmation of SIN) or other documentation showing the SIN within 3 days of beginning employment and failure to do so is subject to a penalty of \$100.

Immigration Status – Must indicate the appropriate citizenship status. If the individual has a Study/Work Permit – must indicate the expiry date and a copy of the entry papers must accompany the appointment form. For all non-Canadians you must indicate the country of citizenship.

Address – The Home Address is required to ensure staff receive their T4's.

Phone – Indicate Residence and Business Phone numbers.

Hire Details and Categories

Employee Class – Indicate one of the following: Person of Interest or Paymaster

Person of Interest Type – Indicate one of the following: Adjunct, Clinical, Researcher, Resident, Seconded, Special Continuing, Visitor, or POI with Pay/Ben (Used for Paymaster Only)

Rank/Title – Provide person's rank/title (ie. Assistant Adjunct Professor, Visiting Researcher, Individual Honorarium, Elder Honorarium, etc.)

Compensation

Total Compensation – Provide the total amount to be paid for the appointment period

Payment Frequency – Indicate one of the following: Annual, Hourly, Monthly, One Time Payment, or Other

Effective Date / End Date – Indicate the dates of appointment. Format should be yyyy/mm/dd.

Payment Type – Indicate one of the following: Regular Salary (for Paymaster only), Honorarium, or Living Allowance

Earn Code – Complete if known

Combo Code OR Chartfield String – The payment cannot be processed without a complete and active combo code or chartfield string

Amount – Total amount to be paid for the appointment period for this combo code or chartfield string

For Terminations: Reason – Provide reason for termination