

P3D (Multi pay remuneration) Work study program

Department	
Distribution ORG	<i>FOR OFFICE USE ONLY</i>
Home ORG	<i>FOR OFFICE USE ONLY</i>
Timesheet ORG	<i>FOR OFFICE USE ONLY</i>

Once completed, please send to the payroll office email : medpayroll@uottawa.ca or send to Room 2236 - Roger Guindon Hall

Grey areas are reserved for office use only, complete all white areas otherwise form will be returned.

Employee # / # d'employé (if applicable)	
Last Name / Nom de famille	
First Name / Prénom	
Middle name/ Nom du milieu	
Gender : Male/Homme or Female/Femme	
SIN Number / Numéro d'assurance sociale	
Date of Birth / Date de naissance	
Status / Statu (e.g. Canadian, Perm. Resident, etc.) (if applicable, expiration date / si applicable, date d'expiration)	
Marital Status : single or married	
Preferred language : english or/ou français	
Phone number / No. de téléphone	
permanent address / Adresse permanente	

Type of form / Type de formulaire : EPAF MULTI-PAYS		<i>FOR OFFICE USE ONLY</i>				
Start date/ Date de début		# of full weeks				<u>0</u>
End date / Date de fin		# of full days				<u>0</u>
Job Title		Total # of hours				<u>0.00</u>
Hourly rate <u>without</u> 4% / Taux horaire <u>sans</u> le 4%	\$0.00	Hrly rate with 4%				<u>\$0.00</u>
# of hours a week / # d'heures par semaines	0	Total				#DIV/0!
First pay period begin date of payment						
Last pay period end date of payment						
Hours per pay/Heures par paye	#DIV/0!	# of pay periods				0
Per pay amount/Montant versé à chaque paye	#DIV/0!					
Work Schedule / Horaire de travail	Mon/Lun	Tue/Mar	Wed/Mer	Thu/Jeu	Fri/Ven	
number of hours per day / nombre d'heures par jour	0	0	0	0	0	
FOAP Cost Center / Centre de frais	Fund	Org	Account	Program		
			63322			
E-Class	3C					
P-Class	36500					
Pooled Position Number	WS0004					

Will student be required to work on the Statutory Holidays & non Statutory Holidays (Easter Monday & Civic Holiday) as the University is closed? Yes () No ()
If working a reduced work week, & hrs fall on a stat or a non stat will they be making up the hrs on another day in that week? Yes () No ()

Documents to include with your request	
Void check / Chèque annulé	<i>Mandatory for all new employees</i>
Photocopy of SIN card (both sides)	<i>Only for permanent residents and int. students</i>
Copy of Perm. Res. card (both sides)	<i>Only for permanent residents</i>
Copy of work permit / Copie du permis de travail	<i>Only for persons on work permit</i>

COMMENTS

Name of supervisor & phone extension

Date