



uOttawa

Faculté de médecine
Faculty of Medicine

SPAF ACTIVATION ON PAYROLL

Department	
All Orgs	(for admin. use only)

PERSONAL INFORMATION			
Employee # / # d'employé (if applicable)			
Last Name / Nom de famille			
First Name / Prénom			
Middle name/ Nom du milieu			
SIN Number / Numéro d'assurance sociale			
Date of Birth / Date de naissance			
permanent address / Adresse permanente			
Phone number / No. de téléphone			
Citizenship/Citoyenneté (ie: Canadian, Permanent Resident, etc.) (if applicable, expiration date / si applicable, date d'expiration)			
Marital Status/État civil (single/célibataire -- family/famille)			
Language of Correspondence/Langue de correspondance	French/Français	<input type="checkbox"/>	Eng/Ang <input type="checkbox"/>

SUPPORT PERSONEL ACTION FORM (SPAF)					
Start date/ Date de début					
End date / Date de fin					
Job Title					
Hourly rate / Taux horaire (annual salary / # of hrs in the year)					
Hours a week / Heures par semaines					
Annual salary					
Work Schedule / Horaire de travail	Mon/Lun	Tue/Mar	Wed/Mer	Thu/Jeu	Fri/Ven
# of hours worked per day / # d'heures travaillé par jour					
FOAP Cost Center / Centre de frais FOAP (you don't need to put the account if you're not sure about it)	Fund	Org	Account	Program	
Other information	E-CLASS	P-CLASS	Pooled Position		
Vacation approbator / Approbateur de vacances					Phone ext.

Comments:

DOCUMENTS TO INCLUDES WITH YOUR REQUEST	
Job Description / Description des tâches	<i>Mandatory for all employees</i>
Resume / Curriculum Vitae	<i>Mandatory for all employees</i>
Void check / Chèque annulé	<i>Mandatory for all 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>

Name of requestor

Phone Number

Signature

date

Faculty of Medicine, Payroll Office
451 Smyth road, Ottawa, ON, room 2236
Tel : (613) 562-5800 ext. 8086/8093/8967 ; Fax: (613) 562-5331