

CONFIDENTIAL



NOTICE OF HIRE

RESEARCH GRANT EMPLOYEE

NON-STUDENT / Non TRAC Union/ Non CARE Union

SECTION 1 – EMPLOYEE INFORMATION				
Employee I.D.				
Family Name				
Given Names				
Address	STREET	APT.	CITY	PROVINCE POSTAL CODE
Res Telephone #		Internal Office Address		Office Ext.
Citizenship (Mandatory)	Copy already on file at Human Resources Canadian Citizenship Permanent Resident Visa (attach copy) Employment Authorization (attach copy) - Expiry Date (yyyy/mm/dd)			
SECTION 2 – PERIOD OF EMPLOYMENT & SALARY INFORMATION				
(Benefit, deduction & vacation costs will be applied above the salary indicated)				
Date of Hire (yyyy/mm/dd)		Total Period of Employment _____Month(s) _____Year(s)		
Date of Termination (yyyy/mm/dd)		Hours per week (MANDATORY)		
Select ONE choice only	Salary for Period \$ _____		OR Annual Salary \$ _____ / year	
SECTION 3 – POSITION INFORMATION AND ACCOUNT CODE				
		less than 12 Months	more than or equal to 12 Months	
Position Title		VACATION PAY		
Research Office Support	503320	Paid Every Pay Period	Time Taken or Paid Upon Termination	
Research Manager	503350			
Postdoctoral Fellow	503400	Time Taken		
Postdoctoral Fellow Foreign	503410			
Project Name				
Department				
Faculty	Gina Cody School of Engineering and Computer Sciences John Molson School of Business		Arts & Science Fine Arts	OVRPGS
Fund #	Distribution (% or Amt)	Grantee's Name	Grantee's Signature*	Date (yyyy/mm/dd)
Employee's Signature				
Employee's Email Address				
CONTACT FOR ADMINISTRATIVE PURPOSES				
Full Name (please print)			Email or Phone Ext.	

§ "I acknowledge that Tri-Agency grants cannot be used to pay compensation to grant recipients or those who conduct research independently as part of the terms and conditions of their employment nor those expected to work on the funded research free of charge as a collaboration as per the funding opportunity. Exception: Postdoctoral fellows may receive reasonable compensation for time spent working on grant recipients' funded research/activities.

- Please forward:
- a copy to Manager.FIS@concordia.ca
 - a copy to the AD Research office for your Faculty
 - a copy for your files

Last updated: February 2022