



Distribution:

If Continuing position:

Kelly Arthurs, Faculty Relations: all documents

Note: Faculty Relations will create appointment letter, have this acknowledged by the employee, and give Payroll, Benefits, and University Archivist a copy

If term position:

Shannon Pitney, Faculty Relations: All documents

Payroll: Acknowledged contract letter

Benefits: Acknowledged contract letter

Employee file: All documents except Personal Data Form, TD1 and TD1-BC, SFUFA Dues Form, and Void Cheque