

Request for Postdoctoral Appointment Extension Letter

SUPERVISOR INFORMATION

| | | |
|---|---|---------------------------|
| Supervisor First Name | Supervisor Last Name | |
| Supervisor Email | Supervisor Job Title | |
| Faculty / Unit | Department | Institute (if applicable) |
| *Administrative Assistant / Onboarding Coordinator Name | Administrative Assistant / Onboarding Coordinator Email | |

* If no administrative assistant contact information is available, provide contact information for an Onboarding Coordinator

POSTDOCTORAL SCHOLAR INFORMATION

| | | |
|-----------------------------------|------------------------------------|--------------------------------|
| Postdoctoral Scholar First Name | Postdoctoral Scholar Last Name | UCID |
| Mailing Address (Canada) | City | Province Postal Code |
| Extension Start Date (mm/dd/yyyy) | ** Extension End Date (mm/dd/yyyy) | Personal Leave Days (per year) |

** Project end dates on PAGE 2 must be after the Extension End Date

See PDAC Collective Agreement

RESEARCH ACTIVITIES AND REQUIREMENTS

Please provide a short description of research activities which the PDS will be involved with as well as any other responsibilities:

| | | | | | |
|--|-----|----|---|-----|----|
| Will the PDS have contact with patients or research participants? If yes, please give details: | Yes | No | Will the PDS work from outside of Alberta? If yes, please give details: | Yes | No |
|--|-----|----|---|-----|----|

TRAVEL - Registration is required for all Postdocs travelling on University Business for Risk Management purposes:

| | | |
|--|-----|----|
| Will the PDS be required to travel to national or international locations for conferences or fieldwork? If yes, please specify the location, purpose of travel, and dates (if known): | Yes | No |
|--|-----|----|

INTERNATIONAL POSTDOCS - for the Citizenship and Immigration Canada Offer of Employment form, completed by HR Immigration:

| | | |
|--|-----|----|
| Will the PDS work at locations outside the UofC Main Campus or Foothills Campus? If yes, please specify address and location: | Yes | No |
|--|-----|----|

Please list the experience and skills required for this position:

Annual Salary/Stipend:

Minimum Salary/Stipend: Please review the [PDAC Collective Agreement](#) (Appendix A) to understand the minimum salary/stipend required at the University of Calgary. Please enter the appropriate Research Project Accounting Information "Fund" Code(s) to which the salary/stipend and benefits will be charged.

Plan C Health Benefits and Statutory Deduction Costs (FOR POSTDOCTORAL ASSOCIATES ONLY): In addition to the Annual Salary recorded above, the project budget must be able to pay for CPP, EI, WCB premiums and Plan C benefits. Use the Employer Benefit Cost Calculator below to determine the total amount needed.

There must be sufficient funds in all sources to cover the full duration of the appointment

FUNDING SOURCE 1

Fund: _____ Dept ID: _____
Project: _____ Activity Code: _____
Percentage Charged: _____
From (mm/dd/yyyy): _____
To (mm/dd/yyyy): _____

FUNDING SOURCE 2

Fund: _____ Dept ID: _____
Project: _____ Activity Code: _____
Percentage Charged: _____
From (mm/dd/yyyy): _____
To (mm/dd/yyyy): _____

FUNDING SOURCE 3

Fund: _____ Dept ID: _____
Project: _____ Activity Code: _____
Percentage Charged: _____
From (mm/dd/yyyy): _____
To (mm/dd/yyyy): _____

Additional Funding

Include as applicable any other funding available, such as for conferences, relocation costs, and other research-related expenses.

FUNDING SOURCE FOR BENEFITS

Fund: _____
Dept ID: _____
Project: _____
Activity Code: _____

Benefits will be charged to Funding Source 1 unless an alternate account is entered. Only one account may be used to cover benefits. ONLY APPLICABLE TO POSTDOCTORAL ASSOCIATES.

Cost of Plan C Benefits:

Single coverage: \$123.93/month
Family coverage: \$204.85/month

1.5% of salary chargeback rate for Flex Spending Account

For full details, view: [Employer Benefit Cost Calculator](#)

EMPLOYER COMPLIANCE FEE FOR INTERNATIONAL POSTDOCTORAL SCHOLARS – MANDATORY FEE: \$230

Employers hiring foreign nationals who are exempt for the LMIA process (this includes postdoctoral scholars) will be required to submit information about their business or organization, complete the Offer of Employment form, and pay a compliance fee of \$230 per work permit to Citizenship and Immigration Canada. This fee must be paid by the supervisor or department. For more information, visit our [HR Immigration Guidelines for Postdoctoral Scholars](#).

In order for HR Immigration Services to complete the Offer of Employment Form and pay the Compliance Fee, please complete the Employer Compliance Fee Payment Form on our [Resources Webpage](#) and submit to postdoc@ucalgary.ca along with the Request for Offer Letter Form.

This information is collected under the authority of the Freedom of Information and Protection of Privacy Act. It is required to process new hires and facilitate the administration of payroll and benefits information. If you have questions about the collection or use of this information, please contact UService at 403.210.9300.