

Setting up a New Postdoctoral Fellow Appointment on Banner

Steps to Hiring

All Postdoctoral Fellows must have a valid Social Insurance Number (SIN) and Canadian bank account to be set up and paid by the University. Postdoctoral Fellows who are eligible for group benefits (as per clause 32.01 of the MUN-LUMUN Collective Agreement on behalf of Postdoctoral Fellows) must be enrolled in a provincial health care plan to participate.

1. Complete the *PDF Offer of Employment* letter. Template letters can be found on the [Faculty Relations website](#). If you have questions about the template contact the Faculty Relations Office at facrel@mun.ca
2. Send the appointment letter, a completed *Employee ID request form* and supporting documentation to MyHR. Supporting documentation includes:
 - Canadian bank account information
 - Home address (for income tax purposes)
 - Social Insurance Number (SIN)
 - If applicable:
 - SIN expiry date
 - Work permit
 - Proof of provincial health care coverage

Note: Eligible appointees will automatically be set up with basic group insurances effective the start date in which they are eligible to participate in the university's benefits plans *or* the date MCP was issued, whichever is sooner. **For international hires, group insurances will not be set up (per clause 32.01) until proof of provincial health care coverage is received.**

It is important that you ensure your international appointee is aware of their responsibility to notify Human Resources upon receipt of MCP, and if applicable, if existing coverage is rescinded.

3. Once MyHR establishes the Banner identity, the appointment letter and supporting documentation will be prepared for payroll processing (FOAPAL set up for payment purposes). *Please do not send the information directly to the payroll officer as it should be provided along to myhr@mun.ca with the appointment letter and other required documents.*
4. Your new hire should be advised to contact Human Resources at myhr@mun.ca with questions related to their basic group insurances. If they intend to purchase optional dependent health and/or additional life insurance coverages, they must contact Human Resources to make an appointment. **Election to add dependants must be made within 45 days of initial appointment to avoid medical underwriting of the application.**

Questions related to the processing of the appointment in Banner HR:

Contact [Human Resources](#) at myhr@mun.ca

Questions regarding the offer of employment and bargaining unit status:

Contact [Faculty Relations](#) at facrel@mun.ca

Question regarding work permit/visa requirements:

Contact the [Faculty Recruitment and Support program](#) at immigration@mun.ca