

DEPARTMENT OF HUMAN RESOURCES****Only complete this form if you have been approved for the Ignite wage subsidy******University
of Windsor****AUTHORIZATION TO HIRE AN IGNITE (WORK STUDY) STUDENT**

IGNITE STUDENT INFORMATION (to be completed by student)	
Last Name:	Employee Number (if applicable):
First/Middle Name:	Student I.D. Number:
IGNITE HIRING INFORMATION (to be completed by employer)	
Term hired for: <input type="checkbox"/> Fall and Winter (September to April) – 8-month subsidy <input type="checkbox"/> Fall only (September to December) – one term subsidy <input type="checkbox"/> Winter only (January to April) – one term subsidy <input type="checkbox"/> Summer	Job ID # (from mySuccess): Dept. Account # (MUST end in 81520.WKS.00.000):
IMPORTANT NOTE: To maintain eligibility as an Ignite participant, students must: <ul style="list-style-type: none"> • Attend a Launch session • Be registered in a 60% course load (domestic) OR 80% course load (international) – Applicable in Fall/Winter only • Be in good academic standing • Not be on a co-op work term Contact ignite@uwindsor.ca for any questions related to the above.	
EMPLOYMENT DETAILS (to be completed by department)	
Position/Job Title: *must be the exact title you were approved for*	Department:
Direct Manager/Supervisor:	Start Date: End Date:
Rate of Pay per Hour (4% Vacation Entitlement will be added):	Hours of Work (part time hours of work must not exceed a total of 24 hours per week):
JOB DETAILS/DESCRIPTION (to be completed by department)	
Type of Work Performed: Clerical <input type="checkbox"/> Administrative <input type="checkbox"/> Technical <input type="checkbox"/> IT-based <input type="checkbox"/> Other <input type="checkbox"/> _____	
Key Functions (identify key duties to be performed): 1.) 2.) 3.) 4.) 5.)	
AUTHORIZATION INFORMATION – To Be Signed By Departmental Payroll Signing Authority Only	
Student Casual Wage Time Sheet Authorized By (please print):	Date:
Signature:	
Hiring Authorized by (please print):	Date:
Signature:	
VERIFICATION OF DOCUMENTS (HUMAN RESOURCES USE ONLY)	
Eligibility to Work in Canada Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Study Permit Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Verifier's Initials:	Date:

NOTE: Payment will NOT be made until this form is FULLY COMPLETED