

DEPARTMENT OF HUMAN RESOURCES****Form to be completed on every occasion a student is hired******University
of Windsor****AUTHORIZATION TO HIRE A STUDENT**

STUDENT INFORMATION (to be completed by student)	
Last Name:	Employee Number (if applicable):
First/Middle Name:	Student I.D. Number:
Employment Program: Proctor <input type="checkbox"/> Research Assistant (Grant) <input type="checkbox"/> Outstanding Scholar <input type="checkbox"/> Work Study <input type="checkbox"/> Co-op <input type="checkbox"/> WISE <input type="checkbox"/> HRSDC/Services Canada <input type="checkbox"/> Casual (as needed) <input type="checkbox"/> Other <input type="checkbox"/> _____	
EMPLOYMENT DETAILS (to be completed by department)	
Position/Job Title:	
Department:	Grant #/Cost Centre #:
Grant Owner:	Grant Source:
Direct Manager/Supervisor:	Grant Expiry Date:
	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.	6.
2.	7.
3.	8.
4.	9.
5.	10.
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