



August 29, 2005

Please be advised that the following procedures have been put in place for both current casual student employees and the hiring of new students.

NEW Procedures for Student Casual Employment

(NOT APPLICABLE TO GA, TA, RA, WORK STUDY, AND WISE)

1. Please fill out an **AUTHORIZATION FOR DEPARTMENTAL/GRANT STUDENT EMPLOYMENT** form for all student casual employees working in your area, duly authorized by the Department Head or their designate as per the Payroll Signing Authority form and submit it in a sealed envelope to Human Resources in order to be paid effective September 1, 2005. **Please note:** This applies to all casual students currently working for you, and those you are hiring. These forms are available on the website (see path below). Please keep a copy of this form for your records and forward original to Human Resources.

Payment will not be made to the student until this form is received in the Human Resources office.

2. Departments are required to have Sign in/out sheets for each casual student employee. These sheets must be kept in each department as they are subject to internal audit reviews. The department may use their own version of this or use the Sign in/out sheet available on the website (see path below).
3. Please ensure that an authorized employee or alternate authority is signing the time sheet as per the **AUTHORIZATION FOR DEPARTMENTAL/GRANT STUDENT EMPLOYMENT** form. **Two signatures are required for all Grant time sheets.**
4. Please ensure that the new time sheet, available on the website, is used, and the correct time sheet is used for Work study Students, WISE students, and Non work study and WISE students. (The NON WORK STUDY/WISE TIME SHEET is to be used for all other casual students working at the University.)
5. Please ensure that the time sheet is accurate. Check the rate of pay, and the number of hours worked against your Sign in/out sheet.
6. Please ensure that the correct account number is being charged.
7. Please ensure only a one week period is included on each time sheet and

FINANCE DEPARTMENT

401 SUNSET § WINDSOR ONTARIO § CANADA N9B 3P4
519/253-3000 § FAX 519/973-7080

revised July 31/06

is detailed day by day. Only the two weeks prior to the pay period end date should be submitted at one time.

8. Please ensure that time sheets are submitted to the payroll office every Friday.

WEB PATH – University of Windsor main page/campus services and support/finance/payroll

FINANCE DEPARTMENT

401 SUNSET § WINDSOR ONTARIO § CANADA N9B 3P4
519/253-3000 § FAX 519/973-7080

revised July 31/06