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| **STUDENT INFORMATION (to be completed by student)** |
| Last Name: | Employee Number (if applicable): |
| First/Middle Name: | Student I.D. Number:  |
| Employment Program: Proctor ❑ Research Assistant (Grant) ❑ Outstanding Scholar ❑ Work Study ❑ Co-op ❑ WISE ❑ HRSDC/Services Canada ❑ Casual (as needed) ❑ Other ❑  |
| **EMPLOYMENT DETAILS (to be completed by department)** |  |
| Position/Job Title:  |
| Department:Grant Owner: | Grant #/Cost Centre #:Grant Source:Grant Expiry Date: |
| 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 ❑ Administrative ❑ Technical ❑ IT-based ❑ Other ❑  |
| 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 ❑ No ❑ N/A ❑ | Study Permit Yes ❑ No ❑ N/A ❑ |
| Verifier’s Initials: | Date: |

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