**Department of Psychology****December 8, 2021**

**USW CASUAL HIRING FORM**

* ***Send completed*** *form to* ***(***[***susan.allison@utoronto.ca***](mailto:susan.allison@utoronto.ca)*)* ***at least 1 month prior to start date***

***NO WORK*** *should start without a contract in place*

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| **Supervisor name:** | **Date of request:** |
| **Student name:** | **Student email:** |
| **Student status**: (e.g. FT registered)   * **Employee Information form** **must** **be completed and** **returned** **to Susan Allison (link below)**:   [**https://www.utm.utoronto.ca/human-resources/sites/files/human-resources/public/shared/forms/payroll/6c%20Employee%20Info%20Form%20-%20UTM%20Oct2017.pdf**](https://www.utm.utoronto.ca/human-resources/sites/files/human-resources/public/shared/forms/payroll/6c%20Employee%20Info%20Form%20-%20UTM%20Oct2017.pdf) | |
| * **First appointment** (5 month maximum) ***OR*** * **Extension** (permissible for FT registered students)   **Start date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **End date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Hourly rate** (***min $15.15/hour***): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ★*duties performed determine rate of pay (HR reviews and approves these requests)*  **Hours per week:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Brief description of duties:**  ***e.g.*** under direct supervision, assists with lab duties (data entry, basic data analysis, etc.)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| * ***Susan will provide these forms to the casual hire:***   + Payroll form (for direct deposit)   + Monthly timesheet   + T4 Research grant payment form and instructions for submitting monthly hours | |