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

**USW CASUAL HIRING FORM**

* ***Send completed*** *form to* ***(******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
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