

# USW Casual Employee Information Form

Business Officer 416-978-1843 & Financial Assistant - 416-978-1535



## Submission Instructions

Please follow the instructions on the form for submitting.

Type of Action

New Hire  Rehire  Change

Effective Date

### SECTION 1 - TO BE COMPLETED BY THE EMPLOYEE

Are you a full-time UofT student registered in a degree program?  Yes  No Student Status:

If you are currently a full-time UofT student registered in a degree program, and this status changes, please advise your manager.

If you have a work or study permit, please record the applicable information, and ensure your manager has seen the original.

Work/Study Permit #

Permit Expiry Date

Personnel No (blank if new)

Student No.

SIN\*

\*CALL our Office

XXXXXXXXXXXXXXXXXX

Form of Address  Optional

Gender

Birthdate (ddmmyy)

First Name

Permanent/Official Tax Address

Last Name

City

Prov.

Postal Code

E-mail

Sessional Address

Phone Number

City

Prov.

Postal Code

**IMPORTANT:** For employees working in multiple departments, please provide the information below.

Department 2

Supervisor #2 (Name)

Phone Number #2

Description of Work #2

Department 3

Supervisor #3 (Name)

Phone Number #3

Description of Work #3

**IMPORTANT: Direct Deposit/Banking Information - attach void cheque**

**I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS CORRECT.**

Employee's Signature

Today's Date

### SECTIONS 2 - 4 BELOW TO BE COMPLETED BY MANAGER/SUPERVISOR

#### 2. Position Information

Department

Position Title

Employee Group

Description of Work

#### 3. Financial Information

Hourly Rate

Anticipated Weekly Hours

Anticipated Monthly Hours

Fund Centre

Cost Centre

Fund

Order

#### 4. Required Documents & Verification

TD - 1

TD - 1 ON

Work/Study Permit Confirmed

Void Cheque

First Timesheet

Offer of Employment

TA's - Allocation of Hours

Manager's Name

Manager's Signature

Today's Date