



# 2015-2016 TIMESHEET CONTRACT

266 Epworth Avenue, London, Ontario N6A 2M3 (519)433-3491

## OFFICE USE:

Department	<input type="text"/>	TD1*	<input type="checkbox"/>	Void Cheque	<input type="checkbox"/>
Program Code	<input type="text"/>	TD1ON*	<input type="checkbox"/>	SIN	<input type="checkbox"/>
Supervisor Emp Code	<input type="text"/>	Ref#	<input type="text"/>	Emp#	<input type="text"/>

\*Please attach updated tax forms if you are a new employee or have a change in circumstances.

## GENERAL INFORMATION

<b>Select one:</b> <input type="checkbox"/> New Contract <b>OR</b> <input type="checkbox"/> Revised/Extended Contract	<b>Select one:</b> <input type="checkbox"/> New Employee - Attach a void cheque <b>OR</b> <input type="checkbox"/> Returning Employee (within last year)	<b>REMINDER:</b> Ensure all fields are complete. All signatures are required before sending original to Payroll. For all new employees make sure a void cheque and tax forms are included.
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## EMPLOYEE INFORMATION

Employee Type	<input type="text"/>	City/Province	<input type="text"/>	UWO Email	<input type="text"/>
First Name	<input type="text"/>	Postal Code	<input type="text"/>	Other Email	<input type="text"/>
Last Name	<input type="text"/>	Gender	<input type="text"/>	Birth Date (MMDDYYYY)	<input type="text"/>
Street Address	<input type="text"/>	Phone Number	<input type="text"/>		

## POSITION INFORMATION

Position Name	<input type="text"/>	Supervisor Name	<input type="text"/>
Start Date (MMDDYYYY)	<input type="text"/>	Department/Program	<input type="text"/>
End Date (MMDDYYYY)	<input type="text"/>	<b>TPA Markers ONLY:</b>	
		Course(s)	<input type="text"/>

\*Either party may end this contract for any reason by giving two (2) week's written notice of termination. In the event of cause, the College may terminate this contract immediately.

## PAYMENT INFORMATION (All rates of pay include 4% vacation pay)

Rate of Pay	<input type="text"/>	<b>TA, Markers, Research Assistants and Write Place Tutors ONLY:</b>	
		Highest Level Of Education	<input type="text"/>
		Contract Total (\$)	<input type="text"/>

## AUTHORIZATION INFORMATION

Employee Signature	<input type="text"/>
Supervisor Signature	<input type="text"/>
BUH or Academic Dean Signature	<input type="text"/>

## OFFICE USE:

Time Entry?	<input type="checkbox"/> Yes OR <input type="checkbox"/> No
If Yes, then:	
Time Entry Approver	<input type="text"/>
Time Entry Delegate	<input type="text"/>

Send original to Payroll. Hiring department should retain a copy for reference.

Form Update: November 2015