



2015-2016 TIMESHEET CONTRACT

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

OFFICE USE:

Department TD1* Void Cheque

Program Code TD1ON* SIN

Supervisor Emp Code Ref# Emp#

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

GENERAL INFORMATION

<p>Select one:</p> <p><input type="checkbox"/> New Contract</p> <p>OR</p> <p><input type="checkbox"/> Revised/Extended Contract</p>	<p>Select one:</p> <p><input type="checkbox"/> New Employee - Attach a void cheque</p> <p>OR</p> <p><input type="checkbox"/> Returning Employee (within last year)</p>	<p>REMINDER: 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.</p>
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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"/>	TPA Markers ONLY:
	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"/>	TA, Markers, Research Assistants and Write Place Tutors ONLY:	
	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? Yes OR No

If Yes, then:

Time Entry Approver

Time Entry Delegate

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

Form Update: November 2015