

**AUTHORIZATION TO HIRE A STUDENT FORM**  
**DEPARTMENT OF HUMAN RESOURCES**



<b>STUDENT INFORMATION (to be completed by Student)</b>	
Last Name:	Employee Number (if applicable):
First/Middle Name:	Student I.D. Number:
Employment Program: <input type="checkbox"/> Proctor <input type="checkbox"/> Research Assistant (Grant) <input type="checkbox"/> Co-op <input type="checkbox"/> Canada Summer Jobs Program <input type="checkbox"/> Casual (as needed)	
<b>EMPLOYMENT DETAILS (to be completed by Department)</b>	
Position/Job Title:	
Department:	Grant #/Cost Centre #:
Grant Owner:	Grant Source:
Direct Manager/Supervisor:	Grant Expiry Date:
	Start Date (YYYY-MM-DD):
	End Date (YYYY-MM-DD):
Rate of Pay per Hour (4% or 6% Vacation Entitlement will be added):	Hours of Work (part time hours of work must not exceed a total of 24 hours per week) :
<b>JOB DETAILS/DESCRIPTION (to be completed by Department)</b>	
Type of Work Performed: <input type="checkbox"/> Clerical <input type="checkbox"/> Administrative <input type="checkbox"/> Technical <input type="checkbox"/> IT-based <input type="checkbox"/> Other: _____	
Key Functions (identify key duties to be performed):	
1.	6.
2.	7.
3.	8.
4.	9.
5.	10.
<b>AUTHORIZATION INFORMATION – To Be Signed by Departmental Payroll Signing Authority Only</b>	
Student Casual Wage Time Sheet Authorized By (please print):	Date (YYYY-MM-DD):
Signature:	
Hiring Authorized by (please print):	Date (YYYY-MM-DD):
Signature:	
<b>VERIFICATION OF DOCUMENTS (HUMAN RESOURCES USE ONLY)</b>	
Eligibility to Work in Canada    Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Study Permit    Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Verifier's Initials:	Date (YYYY-MM-DD):

**NOTE: Payment will NOT be made until this form is FULLY COMPLETED**