

## Instructions on how to complete a Timesheet Contract:

**Please complete this contract with help of your Supervisor.**

Click on the link below to access the Timesheet Contract and instructions on how to submit a contract (also found on the Payroll and Benefits site: <https://www.kings.uwo.ca/about-kings/facts-and-information/administrative-departments/finance/payroll-benefits/>)

Link to your contract:

<https://forms.kings.kucits.ca/Forms/WorkStudyTimesheetContract>

## General Information:

### Contract:

Timesheet Contract

**General Information**

Contract Type\*  New Contract  Addition/Revised/Extended Contract

Select a **New Contract** when:

- \* The contract being completed is a new contract **OR**
- \* The previous contract has expired.

Select **Addition to Contract Total** when:

- \* Contract is still active and you are only adding additional funds.

Select **Revised/Extended Contract** when:

- \* Contract is still active and you are changing/extending the end date.

### Employee:

Employee\*  New Employee  Returning Employee (within last year)

Select **New Employee** –if have never worked at King’s University College before.

**For all new employees:** In order for your contract to be processed, you **MUST** attach the following payroll documents: tax forms (TD1, TD1ON), banking information (void cheque, direct deposit form from bank), and copies of work/study permits/proof of SIN (international students only). These can be attached at the Banking Information section at the end of your contract submission.

## Banking Information

Attach VOID Cheque \*

Browse

Attach TD1 \*

Browse

Attach TD1ON \*

Browse

Previous

Next

Tax forms TD1 and TD1ON can be found at any time under: <https://www.kings.uwo.ca/about-kings/facts-and-information/administrative-departments/finance/payroll-benefits/>

Select **Returning Employee** if you have previously worked at King's University College. It is your responsibility to notify Payroll if your banking information or tax forms have changed.

## ***Employee Information:***

If you have a UWO email, please enter this information in the **UWO Email** field. If you do not have a UWO employee email, please enter your external email under **Other Email**. For **Gender**, please choose from the drop down menu. Fields with an asterisk must be completed

## Employee Information

Employee Type \*

First Name \*

Last Name \*

Street Address \*

City \*

Province \*

Postal Code \*

Gender \*

Phone Number \*

UWO Email

Other Email

Date of Birth \*



Please complete the following sections:

Are you a registered undergraduate or graduate student at King's, Western, or any of the other affiliated campuses? \*

Yes  No

Do you require access to OWL and Zoom? \*

Yes  No

Are you a registered student or employee at a post-secondary institution (or are you registered at any of the institutions on this list: [canarie.ca/identity/institutions/](https://canarie.ca/identity/institutions/))? \*

Yes  No

### **Position Information:**

Start this section by choosing a **Fiscal Year** from the drop down menu. Make sure you choose the correct year as rates are attached to that fiscal year.

#### **Position Information**

<b>Fiscal Year*</b> 2020 - 2021	<b>Start Date*</b> <input type="text"/>	<b>End Date*</b> <input type="text"/>
<b>Position Name*</b> <input type="text"/>	<b>Supervisor Name*</b> <input type="text"/>	<b>Supervisor Email*</b> <input type="text"/>
<b>Department/Program*</b> <input type="text"/>	<b>GL Account*</b> <input type="text"/>	<b>Course No. (TA Markers Only)</b> <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.

Please find the position in the **Position Name** drop down menu. If the position you are looking for is not available in drop down box, please have your department contact payroll. Please enter Supervisor Name and Supervisor email correctly as this form will be forwarded to your supervisor for approval.

\* **Do not enter your email address in the Supervisor Email field.**

### **Payment Information:**

#### **Payment Information**

<b>Rate of Pay*</b> <input type="text"/>	<b>Highest Level of Education Completed*</b> <input type="text"/>	<b>Contract Total</b> \$ <input type="text"/>
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When selecting **BA, MA, PHD or POST 'Rate of Pay'**, the employee must have graduated from any of these programs (not just enrolled) in order to be paid at these rates.

In the **Contract Total** box, please enter either the number of hours this contract is approved for or the contract total amount. Please ensure you differentiate between hours and dollars so it is clear when processing.

### **Authorization Information:**

Once you have finished filling out the form, click **"SUBMIT"** and your contract will be forwarded to your Supervisor for approval. Once your Supervisor approves, it will then be forwarded via email to the Department Chair (BUH)-for final approval, then forwarded to payroll for processing.

Once you "Submit" your contract, you will receive a message that your Timesheet Contract has been submitted for approval.



**Thank you Peggy!**

Your Timesheet Contract has been submitted for approval.