



Western University · Canada

2018-2019

TIMESHEET CONTRACT

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

PLEASE NOTE:

- Employees and supervisors are responsible for tracking hours worked, ensuring the hours do not supersede the contract total.
- For returning employees, it is your responsibility to notify Payroll if your banking information or tax forms need changing.
- Employees should not be working more than 8 hrs./day and 44 hrs./wk.
- Please ensure all three required signatures are on this contract prior to submitting to Payroll.

GENERAL INFORMATION:

Select one: <input type="checkbox"/> New Contract OR <input type="checkbox"/> Revised/Extended Contract	Select one: <input type="checkbox"/> New Employee - Attach a void cheque & new tax forms OR <input type="checkbox"/> Returning Employee (within last year)
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EMPLOYEE INFORMATION:

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

POSITION INFORMATION:

**If position is not available in drop down box, please contact the payroll office*

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 No.	<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:	
		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:

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