



PROCESS FOR HIRING STUDENTS ON CONTRACT:

On occasion, limited term positions become available which cannot be filled through the Work Study Program. In such instances, Budget Unit Heads at King's may wish to hire other students for short term work. If you are considering making such an appointment and already have a candidate of choice, please follow the process outlined below:

- Salary rate is \$11.50/hour for work similar to that expected of Work Study Program students.
NOTE: If the position is temporarily filling an existing ongoing role, the student employee should be compensated at the appropriate level on the hourly salary grid - see TA/Markers Contract Hourly Rates link here <https://www.kings.uwo.ca/extranet/forms-applications-and-manuals/>
- complete the Timesheet Contract and Confidentiality Agreement found here <http://www.kings.uwo.ca/about-kings/who-we-are/administrative-departments/finance/payroll-benefits/>

Submit to Payroll:

- the original Timesheet Contract
- a void cheque (for new employees)
- the TD1 and TD1ON forms, completed and signed by the student employee (if student is a new employee or has had a change in circumstances), can be found here <http://www.kings.uwo.ca/about-kings/who-we-are/administrative-departments/finance/payroll-benefits/>

Hiring Department:

- retain copy of Timesheet Contract
- retain original Confidentiality Agreement
- Note: timesheets and pay schedule can be found at <https://www.kings.uwo.ca/extranet/forms-applications-and-manuals/>, or on the employee portal.

If you have any questions, please contact payroll@kings.uwo.ca