

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, a Budget Unit Head at King's may wish to hire other students for short term work. If you are considering making such appointment and already have a candidate of choice, please follow the process outlined below:

1. Salary rate for work similar to that expected of Work Study Program students should be student rate.
Note: If this position is temporarily filling an existing ongoing role, the student employee should be compensated at the appropriate level on the hourly salary grid – see Timesheet Contract under Payment Information – Rate.
2. Direct your candidate of choice to complete the Timesheet Contract:
<https://forms.kings.kucits.ca/Forms/WorkStudyTimesheetContract>
3. Provide your candidate with applicable information to enter in boxes below. This information is required to complete and submit timesheet contract.

Position Information

Fiscal Year*	Position Name*	Start Date*
2020 - 2021		
End Date*	Supervisor Name*	Supervisor Email*
Department/Program*	GL Account*	Course No. (TA Markers Only)

*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

Rate of Pay*	Highest Level of Education Completed*	Contract Total
		\$

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HIRING DEPARTMENT:

APPROVAL OF TIMESHEET CONTRACT: You will receive an email from Laserfiche@kings.uwo.ca. Please open this email. Within the email, there will be a timesheet contract attached for your review. If everything is correct, then click on [“HERE”](#) in your email to finalize your approval. Select “I Approve, send to Budget Unit Head”. If information is incorrect or missing, enter the corrected information in the Comment box.

TAX FORMS: If your candidate has never worked at King's before or the existing candidate has a change in circumstances and needs to update personal tax forms, they can find the TD1 and TD1ON forms on Payroll and Benefits website: <https://www.kings.uwo.ca/about-kings/facts-and-information/administrative-departments/finance/payroll-benefits/>

PAY SCHEDULE: Pay schedule can be found on Payroll and Benefits website: <https://www.kings.uwo.ca/about-kings/facts-and-information/administrative-departments/finance/payroll-benefits/>

If you have any questions please do not hesitate to contact payroll at payroll@kings.uwo.ca