

THIS SECTION MUST BE COMPLETED FOR ALL EMPLOYEES

EMPLOYEE NUMBER

CAMPUS: Brockville Cornwall Kingston Ottawa

NAME _____
SURNAME GIVEN NAME INIT

PERSON REPLACING _____

REASON _____

CHECK ONE IN EACH COLUMN

GROUP	STATUS
<input type="checkbox"/> ACADEMIC STAFF	<input type="checkbox"/> CASUAL
<input type="checkbox"/> ADMIN STAFF	<input type="checkbox"/> PART-TIME
<input type="checkbox"/> SUPPORT STAFF	<input type="checkbox"/> PARTIAL LOAD
<input type="checkbox"/> STUDENT	<input type="checkbox"/> SESSIONAL
<input type="checkbox"/> O.B.S	<input type="checkbox"/> FULL-TIME

THE FOLLOWING SECTION MUST BE COMPLETED FOR:

- ALL NEW EMPLOYEES (NOTE: ALL NEW EMPLOYEES REQUIRE: COMPLETED TD1, TD1ON, VOID CHEQUE, DATE OF BIRTH, SIN)
 OR ANY INFORMATION CHANGES SINCE LAST TIME SHEET

ADDRESS _____
NO AND STREET CITY PROVINCE POSTAL CODE

TELEPHONE _____ **BIRTH DATE** ____/____/____
D D / M M / Y Y MALE FEMALE

S.I.N. DEPT' ID PROGRAM OP UNIT ACCOUNT

DEPARTMENT/SCHOOL _____ **CLASSIFICATION** _____

<input type="checkbox"/> ACADEMIC Note: Includes Vacation Pay	<input type="checkbox"/> NON ACADEMIC	NOTE: If employee is working less than the full 35 or 40 hour scheduled week, regular time applies up to the 7 or 8 hour day. Then overtime is applicable. Shift premium does not apply to overtime.
\$ _____ Hourly Rate Present Step Maximum Step	\$ _____ X 1.06 = \$ _____	

PAY BAND _____

FREEDOM OF INFORMATION & PROTECTION OF INDIVIDUAL PRIVACY ACT.
 LEGAL AUTHORITY TO COLLECT:
 M.C.U. ACT R.S.O. 1980, C 272, S5; R.R.O 1980, REGULATION 640.
 USES: DOCUMENT EMPLOYEE WORK HISTORY AND BENEFITS INFORMATION; ADMINISTER PAYROLL & BENEFITS PACKAGE; PROVIDE M.C.U. WITH STATISTICAL REPORTS.

CONTACT: HR/Payroll Consultant
 St. Lawrence College
 King & Portsmouth Ave., Kingston Ontario K7L 5A6
 (613) 544-5532

EMPLOYEE SIGNATURE

IMMEDIATE SUPERVISOR (MUST BE ADMIN STAFF)

HR/PAYROLL SERVICES

HOURS WORKED					
DATE WORKED	SHIFT	REGULAR	1 ½	2	2 1/2
TOTAL HOURS					

NOTE: PLEASE ENSURE TIME SHEET INCLUDES HOURLY RATE, COST CENTRE AND APPROPRIATE SIGNATURES.

NOTE 2: IF YOU HAVE MORE THAN 24 MONTHS OF EMPLOYMENT WITH ST. LAWRENCE, YOU MAY BE ELLIGIBLE TO JOIN OUR PENSION PLAN.