McMaster University

Payroll Hire Details SGES

Workstudy Winter 2019 (Temporary/Casual Employee Pos #108827)

NOTE: IF YOU INTEND TO HIRE MORE THAN ONE PERSON (ie 3 employees for the summer months), PLEASE INDICATE THE TOTAL NUMBER AS THIS AFFECTS HOW WE ENTER INFO IN MOSAIC (less entry in Mosaic for the staff) _____ **(please complete a form for each individual and submit together)**

_____

Supervisor

_____

Job Title for this Position/Field of Research

_____

Employee's Name (Last, First)

CHARTFIELD INFORMATION (# of digits required)

FUND (2):

ACCOUNT/SALARY (6): 541008

ACCOUNT/FRINGE BENEFITS (6): 551008

DEPT (5): 10326

PROGRAM (5) OR PROJECT (8)

_____

Employee's Email Address

Address_____**City**_____**Postal**_____

Undergraduate Student ☐   **Student ID**

Start Date _____/_____/_____   **End Date**_____/_____/_____   **Rate $**_____**/hr.**
   Month   Day   Year   Month   Day   Year

Hrs. per Wk. _____
(>44hrs/wk = overtime)

TOTAL SALARY	TOTAL FRINGE BENEFITS
$_____	**(CALCULATE@14% OF SALARY)** $_____

Scheduled Pay ☐   **Timesheets** ☐

Emailed Hours☐

Send to: sges@mcmaster.ca

Employee will be working in: **Bldg.**_____**Room #**_____

Access should be given to the following rooms:

_____

Generic Job Description: TBD: _____

Supervisor Signature_____ **Date**_____

Notes/Comments: **Please include JOB DESCRIPTION and STUDENT NUMBER here**

_____
_____
_____

We cannot begin the hiring processes without the ENTIRE chartfield information --- please ensure that all other sections on this form have been completed.   Thanks.