![McMaster University logo]

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)

Antonio Paez
_____
Supervisor

Revising course materials
_____
Job Title for this Position/Field of Research

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 Name (Last, First)   **Employee's Email Address**

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

Undergraduate Student ☐   **Student ID**

Start Date _01_ / _07_ / _2019_ **End Date** _04_ / _15_ / _2019_ **Rate $** _14_ /hr.
  Month Day Year   Month Day Year

Hrs. per Wk. _8_
(>44hrs/wk = overtime)

TOTAL SALARY
$_1568_

TOTAL FRINGE BENEFITS
(CALCULATE @14% OF SALARY)
$_219.52_

Scheduled Pay ☐   **Timesheets** ☐   **Emailed Hours** ☐
                                                    Send to: sges@mcmaster.ca

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

Access should be given to the following rooms:

_____
Generic Job Description: TBD:
_____

Supervisor Signature_____ **Date** _November 19, 2018_

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.