|  |
| --- |
| *For Office Use Only*  *Job ID:*  *Position #:*  *Applicant ID:*  *Generic Job Code:* INT |



**Payroll Hire Details SGES-Work Study (Job Posting)**

**(please complete a form for each individual and submit together)**

BSB

N/A

N/A

Antonio Paez

Quality assurance teaching resources

**Supervisor**

**CHARTFIELD INFORMATION (# of digits required)**

**FUND (2)**

**ACCOUNT/SALARY (6)**

**ACCOUNT/FRINGE BENEFITS (6)**

**DEPT (5)**

**PROGRAM (5) OR PROJECT (8)**

**Job Title for Temp/Casual Employee**

**Employee’s Name (Last, First)**

**Employee’s Email Address**

**Address City Postal**

**Start Date \_ 9/ 10/2018 End Date 12/ 10/2018 Rate $14 /hr.**

**Month Day Year Month Day Year**

**Hrs. per Wk. 8**

**(>44hrs/wk = overtime)**

**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:**

**Supervisor Signature Date**

**Notes/Comments:** *Please see attached generic job descriptions for temp/casual positions to determine appropriate job code. For Job Posting please provide following information for posting:*

Posting Type (please circle): internal

How to apply (please circle): email online

Additional skills, experience to be added:

**TOTAL FRINGE BENEFITS (CALCULATE @ 14% OF SALARY) $\_\_\_\_\_203.84\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TOTAL SALARY $\_1456\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**