

Casual Employees Payroll Set-up Instructions

The fillable payroll forms are available on our UTSC HR website. Please visit our website with link below to find the list of Casual New hire set up payroll package. Please ensure to include all items listed in the Set-Up Checklist. Only completed packages will be processed. Incomplete packages will be sent back to the department and will **NOT** be processed.

Set-Up Form with Checklist

1. Letter of Offer
2. Verification of SIN for New Hire
3. Copy of Student/Work Permit (if SIN starts with a "9")
4. Banking Authorization
5. Current Year TD1 and TD1 ON Tax forms
6. Safety Training Acknowledgement Form

Casual New hire set up package:

<https://www.utsc.utoronto.ca/hr/payroll-forms>

For item (1) Letter of Offer, it should be the signed copy.

For item (2) Verification of SIN for New Hire, it is the Department's responsibility to work together with the casual employees when completing the set-up form to have their First and Last names employee **matches with their SIN document**. Once the Department confirms with the employee that the first and last names are correctly filled out on the set-up form, please have the Manager/Supervisor signed off beside the "Verified by" section. For those employees have the SIN starts with a "9", please check the expiry date of the SIN, if expired, please remind the employee to renew the SIN.

For item (6) Safety Training Acknowledgement Form, it should be signed by both the employee and the supervisor.

All casual set up packages are to be submitted to Payroll Services via email at payroll.utsc@utoronto.ca. Again, only **completed package** will be processed. Incomplete package will be sent back to the department and will **not** be processed.

Please note that we only accept electronic payroll forms.

If you have any questions, please contact payroll.utsc@utoronto.ca.

Thank you.

Human Resources Services – Payroll Services