



CUPE 3902 UNIT #3 CONTRACT INFORMATION SHEET (WHITE)

This form should be submitted to Human Resource Services in accordance with the **Monthly Payroll Schedule** on reverse. This is an authorization for payment to proceed.

Mr. Ms. Mrs. Miss. Dr. Prof. Misc. Mx.

First Name	Last Name	SIN	Student No.	Personnel No.
Street No. and Name <input type="checkbox"/> New		Apt No.	City/Town	Province
Telephone (Home) <input type="checkbox"/> New (Business) <input type="checkbox"/> New		Email Address		Date of Birth (D/M/Y)
				Gender

Canadian Landed Immigrant VISA (Copy Attached) VISA (Copy on File)

Federal regulations permit only the employment of Canadian Citizens, Landed Immigrants or holder of employment visas. Proof of status will be required.

Verification of SIN Card: Verified/Checked Initial
 Banking Authorization: Attached On File
 Current Year TD1 Tax Form: Attached On File
 Current Year TD1On Tax Form: Attached On File
 Safety Training Acknowledgement Form: Attached N/A

CONTRACT ELEMENTS:

Position Number: _____

- Sessional Lecturer**
 Lecturer I
 Lecturer I-Long Term
 Lecturer II
 Lecturer III

- SIA**
 Writing Centre Instructor

Starting Date: _____

Ending Date: _____

Course & Section: _____

Type of Work: _____

FIS Number - CC: _____

Order No.: _____

CF: _____

Fund No.: _____

	<u>Monthly</u>	x	<u># Of Months</u>	=	<u>Total for this contract</u>
Hours Worked	_____	x	_____	=	_____
Salary	\$ _____	x	_____	=	\$ _____

**TOTAL SALARY (EXCLUDING Vacation Pay for SIAs & WIs)
(INCLUDING Vacation Pay for SLs)**

Chair's Name (Please Print)	Telephone No.
Chair's Signature	Date
Forms Prepared By	Discipline/ Department

- **Please forward completed forms and all attachments to Human Resource Services (B526C/D)**
- Incomplete forms/incorrect information will delay processing.
- For enquiries or questions please call Payroll Services at 416-287-7074, 416-208-4704 or 416-208-4731



UNIVERSITY OF
TORONTO
SCARBOROUGH

**2019 MONTHLY PAYROLL SCHEDULE
SUBMISSION DEADLINES TO HUMAN RESOURCE SERVICES**

PAY PERIOD #	PAY PERIOD		DEADLINE FOR FORMS TO BE SUBMITTED TO HUMAN RESOURCE SERVICES	PAY DATE
	START DATE	END DATE		
M01	01.01.2019	31.01.2019	11.01.2019	28.01.2019
M02	01.02.2019	28.02.2019	12.02.2019	28.02.2019
M03	01.03.2019	31.03.2019	13.03.2019	28.03.2019
M04	01.04.2019	30.04.2019	11.04.2019	26.04.2019
M05	01.05.2019	31.05.2019	13.05.2019	28.05.2019
M06	01.06.2019	30.06.2019	13.06.2019	28.06.2019
M07	01.07.2019	31.07.2019	11.07.2019	26.07.2019
M08	01.08.2019	31.08.2019	13.08.2019	28.08.2019
M09	01.09.2019	30.09.2019	12.09.2019	27.09.2019
M10	01.10.2019	31.10.2019	10.10.2019	28.10.2019
M11	01.11.2019	30.11.2019	13.11.2019	28.11.2019
M12	01.12.2019	31.12.2019	06.12.2019	20.12.2019

2020/M01	01.01.2020	31.01.2020	13.01.2020	28.01.2020
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