

MIE Department Payroll Authorization Form - Casual and Research Award – Students/Fellows

Personnel No.	S.I.N.	Student No. (if applicable)	Birth date
Dr. Mr. Mrs. Ms.	Last Name		First Name
E-mail address:			

Wage Type/Job Description: *(Please indicate the appropriate box and check the appropriate code)*

<p>1. <input type="checkbox"/> Casual Research Assistant (T4) – employee who are <u>neither students nor fellows</u> who work on Research Grants, but not as a Research Associate. 4% vacation added</p>	<p>Requires a Casual Letter of Offer contact '(vanek@mie.utoronto.ca)</p>
<p>2. <input type="checkbox"/> Clerical & Other (T4) – a casual employee, work that qualifies as USWA work (All duties that are not research or teaching).</p>	<p>Requires a Casual Letter of Offer contact '(vanek@mie.utoronto.ca)</p>
<p>3. <input type="checkbox"/> Student or Fellows Research Assistant (T4) – Regular Employment not in support of educational program</p> <p>Please indicate reason/type:</p> <p><input type="checkbox"/> BA – Admin/Clerical/Secretarial</p> <p><input type="checkbox"/> BB – Technical</p> <p><input type="checkbox"/> BC – Information Technology</p> <p><input type="checkbox"/> BD – Special Events Asst.</p> <p><input type="checkbox"/> BE – Development/Fundraising</p> <p><input type="checkbox"/> BJ – Research</p>	<p>➤ Requires the completion of this form signed and submitted to Teresa</p> <p>➤ Completion of the Payroll Bank Authorization Form for Direct Deposit & TD1 forms (Fed.&Prov)</p> <p>Hourly Rate:\$ _____</p>
<p>4. <input type="checkbox"/> Student/Fellows RA Award (T4A) – In support of the student’s educational program, his/her participation will assist him/her to qualify for a degree or other scholastic recognition in the general field of their research.</p> <p>I hereby certify that the following conditions apply to this “Research Fellow”</p> <ul style="list-style-type: none"> ▪ The fellowship is of an award nature on a competitive basis. ▪ The fellow is working for scholastic recognition and not primarily financial gain. ▪ No duties are required for the fellow other than the pursuit of free and independent research in his area of interest AND ▪ The fellow is not required to work for any of the donors upon completion of the fellowship <p>Or</p> <p>I hereby certify that all the following conditions apply to this “Research Assistant”</p> <ul style="list-style-type: none"> ▪ The assistant is a registered graduate or undergraduate student. ▪ The assistant’s work is not undertaken for financial gain. ▪ The project will assist the recipient in qualifying for a degree or to gain scholastic recognition in the field in which research is being carried on. ▪ The direction given by the faculty member is of a general or consultative nature AND ▪ The assistant is not required to render any services to the University in connection with the award. <p>Comments:</p>	<p>➤ Requires the completion of this form signed and submitted to Brenda</p> <p>➤ Completion of the Payroll Bank Authorization Form for Direct Deposit & TD1 forms (Fed.&Prov)</p> <p>Additional Month: _____</p> <p>Effective Date: _____</p> <p>End Date: _____</p> <p>Amount : \$</p> <p>Cost Center/Order :</p> <p>Fund#: _____</p> <p>Fund Center#: _____</p> <p>Recurring Monthly Payments:</p> <p>Effect Date: _____</p> <p>End Date: _____</p> <p>Amount; \$</p> <p>Cost Centre / Order:</p> <p>Fund #:</p> <p>Fund Centre#:</p>
<p>5. <input type="checkbox"/> Post Doctoral Fellow</p>	<p>Requires a Letter of Offer please contact '(vanek@mie.utoronto.ca)</p>

Status of person: **Undergraduate** **Graduate student** **others** _____

Approved by Academic/Director of Admin & Finance/Chair

Date:

Office Use Only

Position Number	Wage Code	Posting Date	Posted by	Fund checked approval	Reconciled
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