Wilfrid Laurier University 75 University Ave W Waterloo, Ontario N3L 3C5 519-884-0710

Authorization for Student Employment

APPLICANT'S PERSONAL INFORMATION

*****All fields must be completed*****

Student ID #:	**Sex:** Male Female	**Date of Birth** __ __ /__ __ /__ __ **Age:** (mm dd yy)
Ms. Mrs. Mr.	**Last Name:**	**First name:**
Address:		**Apt/Unit #:**
City:	**Province:**	**Postal Code:**
Phone #:	**Email:**	

Social Insurance Number:

___ ___ ___ ___ ___ ___ ___ ___ ___

If you are a FOREIGN/INTERNATIONAL STUDENT

Study Permit Document #: _____ **Date Signed:** _____

Study permit Expiry Date: _____

Please attach a photocopy of your valid **Study Permit** and **Canadian SIN.** These documents are **required** in order for you to be paid.

Program Name:	**Length of Program:** years	**Full-time Part-time**

TO BE COMPLETED BY AUTHORIZED SUPERVISOR

*****All fields must be completed*****

Name of Department:	**Name of Supervisor:**	
Supervisor's Title:	**Phone #/Ext.:**	**Email:**
Employee's Position Title:		**Position #:**
Employee's Start Date:	**Employee's End Date:**	

☐ **Employee is to be paid HOURLY(4% Vacation pay is not included in this rate)**

☐ **Paper Timesheet**

☐ **LORIS-electronic time sheet**

Hourly Rate*: **Est. Hrs/week:**

Index (Dept) Code:

Account Code: 6_ _ _ _ _

☐ **Employee is to be paid IN EQUAL PAYMENTS**

***IA & RS contracts require a separate form**

***Graduate Research – refer to Graduate Studies for payment direction**

Weekly Hours: _____ **or Total Hours to be paid:** _____

Hourly Rate: _____ **Total $ to be paid:**_____

4% vacation pay and 10% for employer portion of mandatory payroll taxes

☐ **Is INCLUDED in Total $**

OR

☐ **Is NOT INCLUDED in Total $**

Supervisor's Signature: **Date:**

EMPLOYEE'S DECLARATION

I have given complete and true information on this form for the purpose of this contract of employment. I agree that the above use and disclosure of my personal information is consistent with the purpose for which the information is collected.

Employee's Signature: **Date:**

NOTES FOR - APPLICANT'S PERSONAL INFORMATION

Please be sure to complete all fields. Incomplete forms will be returned.

If this is your first time working for WLU, or you have not worked for WLU for a period of more than 1 year, along with your completed Authorization for Student Employment form, please submit the TD1 Federal, TD1 Ontario and Direct Deposit Authorization forms, all of which can be found at:
http://www.wlu.ca/forms.php?grp_id=2459

FOREIGN/INTERNATIONAL STUDENTS - you must include a copy of your valid study permit and Canadian Social Insurance Number documentation in order to be paid. If you do not have a Canadian Social Insurance Number, please visit the Service Canada website listed below for more information on how to obtain one.
http://www.servicecanada.gc.ca/eng/about/reports/sin/applying.shtml

NOTES FOR SECTION - TO BE COMPLETED BY AUTHORIZED SUPERVISOR

This section must be completed in full by the authorized supervisor or the form will be returned.
Position Number: - For time entry through LORIS – use unique position number assigned. Call x6115 if you are not sure.
Employee's Start Date – this is the first date on which paid work is to be performed by the employee.
Employee's End Date – this is the last date on which paid work is to be performed by the employee.

There are three ways in which a student can be paid:

A. Hourly

If the employee is to be paid an hourly wage and will be submitting their time via web time entry on Loris or paper student timesheets, please check the box beside "Employee is to be paid HOURLY".

Indicate the hourly rate to be paid - this rate represents the employee's base pay and should not include 4% vacation pay or 10% to cover the university's share of mandatory payroll taxes. 4% vacation pay will be paid to the employee on top of this rate. To "back out" the vacation pay and taxes from an amount, divide it by 1.14. For example, if you want to dedicate a total of $25.00 per hour to cover all expenses related to employment the hourly rate is calculated as follows: $25.00/1.14 = $21.93 hourly rate.
Indicate estimated hours per week.

B. In Equal Payments

If you would like the employee to be paid a set amount each pay for a set period of time as indicated by the start and end dates, please check the box beside "Employee is to be paid IN EQUAL PAYMENTS". Instructional Assistant and Research Assistant Contracts require the completion of different forms. If employing a Graduate Student refer to Graduate Studies website at http://www.wlu.ca/page.php?grp_id=36&p=9136 . Submission of student timesheets on a bi-weekly basis will NOT be required.

Indicate the number of hours to be paid each week, or the total number of hours to be paid over the length of the contract.

Specify the hourly rate to be paid - this rate represents the employee's base pay and does not include 4% vacation pay or 10% to cover the university's share of mandatory payroll taxes. 4% vacation pay will be paid to the employee on top of this rate. To "back out" the vacation pay and taxes from an amount, divide it by 1.14. For example, if you want to dedicate a total of $25.00 per hour as payment: $25.00/1.14 = $21.93 hourly rate.

You can also indicate the total dollar value to be paid and check one of the two boxes below – either the total dollar amount includes the 4% vacation pay and 10% to cover the university's share of mandatory payroll taxes, or it does not.

For example, if you indicate a total of $5,000 is to be paid including 4% and 10%, then over the length of the contract the employee will receive $4,386.00 plus 4% vacation pay of $175.50 for a total gross pay of $4,561.50 and your budget will also be charged $438.50 to cover the employer's share of the mandatory payroll taxes. Total charged to budget $5,000.

If you indicate a total of $5,000 is to be paid NOT including 4% and 10% , then over the length of the contract the employee will receive $5,000 plus 4% vacation pay of $200.00 for a total gross pay of $5,200.00 and your budget will also be charged $500 to cover the employer's share of the mandatory payroll taxes. Total charged to budget $5,700.

C. One Time Payment

Completion of this form is not required. Please complete a Payment Authorization Form which can be found at:

https://www.wlu.ca/forms/1429/Payment_Authorization_Request.pdf