

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

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

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

<p><b>1.</b> <input type="checkbox"/> <b>Casual Research Assistant (T4)</b> – 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 <b>Casual Letter of Offer</b> contact (<a href="mailto:nancy@mie.utoronto.ca">nancy@mie.utoronto.ca</a>) or (<a href="mailto:sherry@mie.utoronto.ca">sherry@mie.utoronto.ca</a>).</p>
<p><b>2.</b> <input type="checkbox"/> <b>Clerical &amp; Other (T4)</b> – a casual employee, work that qualifies as USWA work (All duties that are not research or teaching).</p>	<p>Requires a <b>Casual Letter of Offer</b> contact (<a href="mailto:nancy@mie.utoronto.ca">nancy@mie.utoronto.ca</a>) or (<a href="mailto:sherry@mie.utoronto.ca">sherry@mie.utoronto.ca</a>).</p>
<p><b>3.</b> <input type="checkbox"/> <b>Student or Fellows Research Assistant (T4)</b> – Regular Employment not in support of educational program  <b>Please indicate reason/type:</b>  <input type="checkbox"/> <b>BA – Admin/Clerical/Secretarial</b>  <input type="checkbox"/> <b>BB – Technical</b>  <input type="checkbox"/> <b>BC – Information Technology</b>  <input type="checkbox"/> <b>BD – Special Events Asst.</b>  <input type="checkbox"/> <b>BE – Development/Fundraising</b>  <input type="checkbox"/> <b>BF – Research</b></p>	<p>➤ Requires the completion of <b>this form</b> signed and submitted to Nancy or Sherry</p> <p>➤ Completion of the <b>Payroll Bank Authorization Form for Direct Deposit &amp; TD1 forms (Fed.&amp;Prov)</b></p> <p><b>Hourly Rate:</b> \$ _____</p>
<p><b>4.</b> <input type="checkbox"/> <b>Student/Fellows RA Award (T4A)</b> – 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><b>I hereby certify that the following conditions apply to this “Research Fellow”</b></p> <ul style="list-style-type: none"> <li>▪ <b>The fellowship is of an award nature on a competitive basis.</b></li> <li>▪ <b>The fellow is working for scholastic recognition and not primarily financial gain.</b></li> <li>▪ <b>No duties are required for the fellow other than the pursuit of free and independent research in his area of interest AND</b></li> <li>▪ <b>The fellow is not required to work for any of the donors upon completion of the fellowship</b></li> </ul> <p><b>Or</b></p> <p><b>I hereby certify that all the following conditions apply to this “Research Assistant”</b></p> <ul style="list-style-type: none"> <li>▪ <b>The assistant is a registered graduate or undergraduate student.</b></li> <li>▪ <b>The assistant’s work is not undertaken for financial gain.</b></li> <li>▪ <b>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.</b></li> <li>▪ <b>The direction given by the faculty member is of a general or consultative nature AND</b></li> <li>▪ <b>The assistant is not required to render any services to the University in connection with the award.</b></li> </ul> <p><b>Comments:</b></p>	<p>➤ Requires the completion of <b>this form</b> signed and submitted to <b>Brenda</b></p> <p>➤ Completion of the <b>Payroll Bank Authorization Form for Direct Deposit &amp; TD1 forms (Fed.&amp;Prov)</b></p> <p>➤ <b>One time only payment:</b></p> <p><b>For the month of</b> _____</p> <p><b>Amount</b> _____</p> <p><b>Or</b></p> <p>➤ <b>Recurring monthly payment (Min. of 3 months)</b></p> <p><b>Amount:</b> \$ _____/m</p> <p><b>Total Amount</b> \$ _____</p> <p><b>Effective Date:</b> _____</p> <p><b>End Date:</b> _____</p> <p><b>Cost Center/Order #</b> _____</p> <p><b>Fund#:</b> _____</p> <p><b>Fund Center#:</b> _____</p>
<p><b>5.</b> <input type="checkbox"/> <b>Post Doctoral Fellow</b></p>	<p>Requires a <b>Letter of Offer</b> please contact (<a href="mailto:nancy@mie.utoronto.ca">nancy@mie.utoronto.ca</a>) or (<a href="mailto:sherry@mie.utoronto.ca">sherry@mie.utoronto.ca</a>).</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