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| **SECTION 1: Request from Department or Budget Unit Head** | |
| **Position & Salary Information** | |
| Position Title: | Department: |
| Position Reports to: | Work Schedule:  varies/as needed  (see below)  same # of hours week to week |
| If the work schedule varies, hours will need to be entered and approved in Self Service on a biweekly basis.  If the schedule is the same week to week, they can be paid on the salary payroll, and no time entry is required. | |
| Hourly Rate:      /hour | Vacation Pay:  add 4% to hourly rate  included in rate |

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| --- | --- | --- |
| Salary Account & Distribution: | GL #: | % |
| GL #: | % |

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| --- | --- | --- | --- |
| Start Date: | | End Date: | |
| First Name: | | Last Name: | |
| **Entering/Approving Hours with Colleague Self Service** | | | |
| Will the employee be entering time worked themselves? | | Yes  No | |
| Is the employee a current Acadia Student? | | Yes  No Colleague/Student # | |
| Individual authorized to enter/approve hours in Self Service: | |  | |
| **Department or Budget Unit Head Authorization** | | | |
| **Name (Please print)** | **Signature (Please sign)** | | **Date** |
|  |  | |  |

**Documentation Checklist**: The documents below (also [found here](https://hr.acadiau.ca/employment/student-casual-new-hire-forms.html)) are required for all new employees to be paid. Please include all required documents with this pay authorization or send all forms together to [payroll@acadiau.ca](mailto:payroll@acadiau.ca). If the employee is already on payroll, there is no need to send these forms, unless they want to make changes to previously supplied information.

[New Hire Information Form](https://hr.acadiau.ca/tl_files/sites/hr/HR%20FORMS/New%20Hire%20Information%20Form.docx)

[Federal TD-1 Form](https://www.canada.ca/content/dam/cra-arc/formspubs/pbg/td1/td1-fill-23e.pdf)

[Provincial TD-1 Form](https://www.canada.ca/content/dam/cra-arc/formspubs/pbg/td1ns/td1ns-fill-23e.pdf)

Banking information (voided cheque or print out from online banking)

All International students must also provide the following documents;

Copy of study permit

Copy of their confirmation of SIN letter ([sample of letter found here](file:///C:\Users\mbustin\OneDrive%20-%20Acadia%20University\SIN%20letter%20sample.PNG))

**Minimum Wage Rates**

Effective April 1, 2023 - $14.50 + 4% vacation pay = $15.08/hour

Effective October 1, 2023 - $15.00 + 4% vacation pay = $15.60/hour

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| --- | --- | --- |
| **Payroll Use Only** | | |
| Employee Number: | Position Code: | Earnings Code: |

Form Revision Date: March 2023