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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 or [ ]  minimum wage  | 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. 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%3A%5CUsers%5Cmbustin%5COneDrive%20-%20Acadia%20University%5CSIN%20letter%20sample.PNG))

**Minimum Wage Rates**

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

Effective April 1, 2024 - $15.20 + 4% vacation pay = $15.81/hour

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

Form Revision Date: April 2024