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| STUDENT HIRING FORM*TO BE FILLED OUT BY STUDENT AND DEPARTMENT - PLEASE PRINT* |

**IMPORTANT:** PLEASE PRINT YOUR NAME AS IT APPEARS ON YOUR SOCIAL INSURANCE CARD.

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| --- | --- | --- | --- | --- | --- |
| LAST NAME: | Click here to enter text |  | STUDENT NO: | Click here to enter number |  |
|  |  |  |  |  |  |
| FIRST NAME: | Click here to enter text |  | SOCIAL INS. NO: | Click here to enter number |  |
|  |  |  |  |  |  |
| ADDRESS: | Click here to enter text |  | DATE OF BIRTH: | Click here to enter date |  |
|  |  |  |  |  |  |
| APT.: | Click here to enter number |  | GENDER: | [ ]  MALE [ ]  FEMALE |  |
|  |  |  |  |  |  |
| CITY/PROVINCE: | Click here to enter text |  | TELEPHONE NO: | Click here to enter number |  |
|  |  |  |  |  |
| POSTAL CODE: | Click here to enter text |  | EMAIL ADRESS: | Click here to enter number |  |
|  |  |  |  |  |

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| **Department or Service #:** | Click here to enter text | **BY TIMESHEET****Student rates (plus 8% vacation will be added each pay).** |
|  |  |
| **Classification of Position:** | Click here to enter text |
|  |  |
| **Please CHECK ONE classification:** |
| [ ]  **Laboratory Attendant** [ ]  **Agent Class II** [ ]  **Labourer** [ ]  **Other (Please consult HR)** | Click here to enter text |  |
|  |  |  |  |  |  |  |  |
| **Duration of Engagement:** | **From:** | Click here to enter date |  | **To:** | Click here to enter date |  |
|  |  |  |  |  |  |
| **Budget Code:** | Click here to enter number |  | **%** Click here to enter number | **(If more than 1 budget code)** |
|  |  |  |  |  |

**I AM CURRENTLY:** (Please check mark A OR B)

[ ]  (A) A full-time student at Vanier College. (Full-time student means you are registered in at least four courses or 180 hours per semester).

[ ]  (B) A fin-de-DEC student at Vanier College. (Fin-de-DEC student means you are due to graduate by June of this academic year)

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| What is your anticipated graduation date? | Click here to enter date |  |

If my status changes, I shall immediately notify my supervisor before working any additional hours.

**WORKING HOURS:**

You may be hired to work a **maximum** of 15 hours/week at Vanier College during the semester, regardless of the number of departments you are working for. You are responsible for ensuring that you do not exceed this 15-hours limit. Failure to abide by this may compromise your eligibility for on-campus employment.

In between semesters, the 15-hour limit may be exceeded.

**DIRECT DEPOSIT OF YOUR PAY:**

All pays are directly deposited to your bank account. **NO CHEQUES ARE ISSUED.**

Please attach a blank voided cheque with the coding of your bank and the account to which your pay will be deposited. We cannot process a payment without a blank voided cheque.

**MEMBERSHIP IN THE VANIER COLLEGE SUPPORT PERSONNEL ASSOCIATION - SEC. 3-1:00:**

I undertake to observe the statutes or, regulations and decisions as well as to pay the monthly contribution set by the Union. This membership will be in effect for the duration of the collective agreement and may only be worked within the delays provided for in the Labour Code.

I assume all responsibility to inform the Payroll Department of any and all changes to my social information and bank deposit information.

STUDENT SIGNATURE: DATE:

AUTHORIZED BY: DATE:

PAYROLL: DATE:

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| **INSTRUCTIONS FOR HIRING A STUDENT WORKER** |

**ACCORDING TO THE VANIER COLLEGE STUDENT HIRING POLICY:**

**A STUDENT WORKER MUST BE EITHER FULL TIME OR A FIN-DE-DEC STUDENT.**

**STUDENTS MAY NOT WORK MORE THAN 15 HOURS PER WEEK DURING THE SCHOOL YEAR.**

1. **BUDGET CODES:**

Regular student budget codes must end in 204 in the following format: XXX-XXXX-00-204. Peer tutors and other service contract budget codes must be obtained from Finance.

1. **HIRING FORMS:**

Go to the Vanier College HRS website: <http://www.vaniercollege.qc.ca/human-resources/forms/>

Select under forms **“STUDENT HIRING FORM”.**

Print a copy of the form.

1. **COMPLETING THE FORMS:**

You must have the student complete the STUDENT HIRING FORM. Please verify that the student’s name and SIN number appears exactly as shown on their social insurance card. The student must also provide a cheque specimen for direct deposit.

1. **SUBMITTING DOCUMENTS:**

The manager of the department or service hiring the student will fill out the appropriate paperwork. This paperwork will be forwarded to Payroll for processing. The documents that must be sent are the Student Hiring Form and a cheque specimen. Incomplete documents will not be processed by Payroll and will be sent back to the manager of the department or service that hired the student. The Manager of the hiring department or service is responsible for submitting students’ timesheets to Payroll in a timely fashion and should keep a copy of all documents.

1. **TIMESHEETS:**

Go to **“Time Management Module”** in **Omnivox.**

Complete the **“Timesheet”.**

1. **COMPLETING THE TIMESHEETS:**

In a box 1: CLEARLY indicate the department, the budget code and the STUDENT RATE.

Hours must be submitted by two-week periods ending the Saturday after payday.

The manager or dean responsible for the budget must sign the timesheet.

The hiring department must submit student’s timesheets to Payroll (H-300) so that they are in the Payroll department by 12:00 noon the Monday immediately following payday.

1. **TAX FORMS ARE NOT MANDATORY:**

Students working 15 hours per week or less - do not earn enough to be taxed. However, if a student wishes to submit tax forms with special tax considerations, they may do so. Forms are available on the Vanier College website.

**PLEASE NOTE: ALL DETAILS ON THE FORMS MUST BE COMPLETED OR THE PAYMENT TO THE STUDENT WILL BE DELAYED. THANK YOU.**