

Casual Employees Payroll Set-up Instructions

The fillable payroll forms are available on our UTSC HR website. Please visit our website with link below to find the list of Casual New hire set up payroll package. Please ensure to include all items listed in the Set-up Checklist. Only complete packages will be processed. Incomplete packages will be sent back to the department and will NOT be processed.

Set-Up Form with Checklist

í X Letter of Offer

î X Verification of SIN or New Hire ~ À Œ] ([š] } v v } š Œ < µ] Œ () Œ Œ š µ Œ v }

ï X Copy of Student/Work Permit (SIN starts with a "9")

õ X Banking Authorization ~ } v ([Œ u] v () Œ u š] } v] • µ Œ Œ v š () Œ Œ š µ Œ v }

ñ X Current Year TD1 and TD10 Taxforms

ò X Safety Training Acknowledgement Form

Casual New Hire set up package: