1.0 Purpose

1.1 The purpose of this instruction guide is to clearly identify the steps required to effectively complete the Temporary Student Appointment Form for a student with an appointment of 3 month or greater in a timely manner.

2.0 Scope

2.1 The Temporary Student Appointment Form is to be utilized for hiring individuals that meet the following criteria:
   Appointments lasting at least 3 months for the following type of hires/rehires:
   - Co-op Student
   - Work Placement Student
   - Undergrad Teaching Assistant
   - NSERC USRA Recipient

3.0 Roles & Responsibilities

3.1 The Hiring Manager/Department is responsible for:
   3.1.1 Completing the Temporary Student Appointment Form in a timely and comprehensive manner.
   3.1.2 Obtaining the required signatures.
   3.1.3 Sending the original required documentation to Human Resources in a timely manner prior to the individual’s start date.

3.2 Human Resources is responsible for:
   3.2.1 Reviewing and validating the information captured on the Temporary Student Appointment Form. If information is missing Human Resources will be responsible for sending the form back to the Hiring Manager/Department and requesting the missing information.

*Please note: If information is missing, this will affect the timely processing of the documentation and may result in the employee not receiving their pay in the proper pay period.

3.2.2 Processing of the Temporary Student Appointment Form in the Human Resources Management System (HRMS).
**Temporary Student Appointment Form Completion Instructions**

### 4.0 Terms and Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Appointment</td>
<td>If the individual has never worked with the University previously; or if there has been a break in service within the same department of at least 13 weeks; or if the individual is starting a new period of employment. If unknown then leave blank.</td>
</tr>
<tr>
<td>Extension of Existing Appointment</td>
<td>The individual is currently on a temporary student contract with UW and they will continue in the same role and department for a longer period than indicated on the original documentation.</td>
</tr>
<tr>
<td>Revision of Existing Appointment</td>
<td>The individual is currently on a temporary student contract with UW and the original temporary student document is being replaced with a new document with revised employment details. The details of the revision should be clearly outlined in the <em>Special Terms or Instructions</em> section. This may include change in hours or salary.</td>
</tr>
<tr>
<td>Employee ID (if known)</td>
<td>An individual who has previously worked with UW will have a 6-digit identification number assigned. If the individual is a new employee, or if the previous number is unknown, leave blank.</td>
</tr>
<tr>
<td>Reports to (Manager ID)</td>
<td>The six digit UW employee ID of the manager the student will be reporting to.</td>
</tr>
</tbody>
</table>

### TYPE OF HIRE

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Co-op Student</td>
<td>An individual participating in a co-operative education work term. Co-op students are paid 4 equal monthly payments per work term. If student is not working full term, or the dates to not match the suggested work term dates, and department would like the payments prorated, please make notes in the <em>Special Terms and Instructions</em> section.</td>
</tr>
<tr>
<td>Work Placement</td>
<td>An individual participating in a co-operative education work term where the funding for the position has been approved by University of Waterloo Student Awards &amp; Financial Aid. If student is not working full term, or the dates to not match the suggested work term dates, and department would like the payments prorated, please make notes in the <em>Special Terms and Instructions</em> section.</td>
</tr>
<tr>
<td>Undergrad Teaching Assistant</td>
<td>Typically either 3 laboratory contract hours/week plus associated marking and/or preparation for a total of 5 hours per week OR 5 hours/week to mark course assignments over the term.</td>
</tr>
<tr>
<td>NSERC USRA Recipient</td>
<td>An individual receiving an Undergrad Student Research Award (USRA) confirmed by Office of Research. This form may be used to process the required supplementary payment of the amount of the award by at least 25% of its value using other sources, such as university funds, NSERC grants, or any other research funds. This payment is non-taxable or eligible for vacation pay as it is not considered employment earnings.</td>
</tr>
</tbody>
</table>

### EMPLOYEE INFORMATION

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIN</td>
<td>Social Insurance Number – Every person working in Canada must have a SIN. This number is used to administer government benefits under the <em>Income Tax Act</em>, the <em>Canada Pension Plan</em> and the <em>Employment Insurance Act</em>.</td>
</tr>
</tbody>
</table>
5.0 Instructions

**Note:** If multiple (> 10) Temporary Student Appointment Forms are to be completed see section 6.6 of this document for the Temporary Student Appointment Form for mass hiring. This template can be used to build a mail merge document for multiple hires.

5.1 Starting at the top of the form, check whether the Temporary Student Appointment Form (see 6.1 or 6.2) is being completed due to a new appointment, extension of an existing appointment, or for a revision of an existing appointment.

5.2 Enter the Employee ID and/or UW Student ID number (if known).

5.3 Check the box to indicate the Type of Hire per the definitions above (4.0).

5.4 Complete the Employee Information Section:

5.4.1 Complete the First Name, Initial and Last Name.

5.4.2 Complete the SIN number and SIN expiry if required. A valid SIN is required in order to be paid. This field must be completed. If the SIN starts with a 9 then the SIN expiry date must be completed.

5.4.3 Complete the address information. This is for the individual’s permanent address for T4 purposes and department addresses will not be accepted.

5.4.4 Complete the Date of Birth. Note the formatting. This is required to activate the WatIAM account.

5.4.5 Check the appropriate Gender. This is required to activate the WatIAM account

5.4.6 If the individual is currently employed at UW, please check the “Yes” box and list the details of the position.

5.5 Complete the Position Information Section:

5.5.1 Complete the title of the Position the individual is being offered.

5.5.2 Complete the Department Name, and the four digit Org Unit number in which the student is being hired.

5.5.3 Complete the Country Work Location. This should be populated with the Country where the individual will be performing the work. Generally this will be Canada, but if the individual is working outside of Canada it is very important that this be noted.
Temporary Student Appointment Form Completion Instructions

5.5.4 Complete the Start Date of the employment which is the first day of work. If the existing contract is being extended, be sure to verify that the start and end dates indicated do not overlap with the existing contract.

5.5.5 Complete the End Date of the employment which is the last day the individual will be at work.

5.5.6 Complete the Monthly Salary and Hours worked per week.
   5.5.6.1 The calculation used to obtain a monthly salary is as follows:
   \[ \frac{(\text{Hourly wage} \times \text{Number of hours worked per week}) \times 52 \text{ weeks in a year}}{12 \text{ months}} \]

**Note:** Employees must be paid in accordance with the Employment Standards Act. E.g. Minimum wage as of October 2017: $11.60

5.5.6.2 Hours of work must be in accordance with University Policy and the Employment Standards Act.

5.5.7 Note that Vacation Pay will be added as follows:
   5.5.7.1 Vacation Pay: 4% vacation pay will be paid in each pay period.

5.5.8 Complete the Reports to section.
   5.5.8.1 Enter the reporting manager’s first and last name.
   5.5.8.2 Enter the reporting manager’s UW employee ID.

5.5.9 Attach a job description for this position to the Temporary Student Appointment Form.

5.6 Complete the Approvals/Authorizations Section:
   5.6.1 Complete the Hiring Manager information. Print, Sign, Date and include the Phone Extension.

5.6.2 Complete the Funding Source information:
   5.6.2.1 This is the account from which the student is to be paid. Please ensure the account given is valid and active. The signature must be the individual who is authorizing use of the financial account listed. If Research accounts (has a work order beginning with 5), are being charged, a Research Financial Compliance & Eligibility Stamp is required before forwarding the paperwork to Human Resources.
   5.6.2.1.1 Account number is 5 digits
   5.6.2.1.2 Work order number is (5 digits - 5 digits)
   5.6.2.1.3 Activity is 3 digits
   5.6.2.1.4 Student Type is 2 digits:
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Where Account 50210 Salary-Research Assistants is used, a Student Type code is required, otherwise, leave this field blank. Valid Student Types codes are:

- 10 Masters Domestic
- 11 Masters International
- 12 Doctoral Domestic
- 13 Doctoral International
- 14 Undergrad Domestic
- 15 Undergrad International

5.6.3 Have Department Head sign authorizing the funding source and appointment.

5.6.4 Have the employee sign and date a printed copy of the completed form. This is required on each form. Attach a completed Personal Information Form to prevent delays in processing/payment. Tax credit forms (Federal eTD1 Form, Ontario eTD1 Form) must be submitted through myHRinfo (instructions are found at https://uwaterloo.ca/human-resources/forms) once the employee has access to self-service functionality.

5.6.5 Send the original completed forms to Human Resources as soon as they are completed prior to the individual’s start date. Incomplete forms will be returned to the originator to obtain missing information. Please note that anything received past the payroll monthly deadlines will not be processed until the next pay period.

6.0 Forms & Records

6.1 Temporary Employment Appointment Form – HRAD-FR-003 will need to update link to temporary student
6.2 Temporary Appointment change form?
6.3 Staff Leave of Absence Request – HRAD-FR-009
6.4 Personal Information Form
6.5 Federal eTD1 Form
6.6 Ontario eTD1ON Form
6.7 Temporary Employment Appointment Form (mass hiring) – HRAD-FR-003A will need to update mass hiring tools also

7.0 References

7.1 Payroll Monthly Deadlines: https://uwaterloo.ca/human-resources/support-managers/payroll/pay-dates-and-submission-cut-dates#Monthly

7.2 Employment Standards Act - Hours of Work/ Vacation Pay/Minimum Wage

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<th>Document Title</th>
<th>Date</th>
<th>Revision</th>
<th>Page</th>
<th>Document No.</th>
<th>Approved By:</th>
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<td>October 4, 2017</td>
<td>1</td>
<td>5 of 6</td>
<td>HRAD-WI-</td>
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*Once this artifact is printed it will become an uncontrolled document*
Temporary Student Appointment Form Completion Instructions

8.0 Revision History

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<th>Description of Change</th>
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<td>10/04/17</td>
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<td>Updates per payroll/admin SME</td>
<td>10/12/17</td>
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