

| Hire Type | Description | Applicable Job Profiles | Method of hire | Form to use/Instructions | |
|---|---|---|----------------|---|--|
| Casual (Fixed Term) | <p>Any employee (student or not) who is employed for less than three months, or on an intermittent basis, or who do not have regularly scheduled hours of work.</p> <p>Anyone who performs work in exchange for payment, regardless if this work was only performed once.</p> | UW Casual Staff 9010 Casual Staff - Research 9011 9012 - Casual Staff - Proctor Casual - Ontario Work Study 1519 Casual - International Work Study 1518 | Workday | Hire: Hire a casual employee user guide Work Study - Hire a Work Study Employee Time entry for payment: Enter time by week (employee) or Enter time for casual staff (timekeeper/manager) | |
| | | Affiliates/Colleges Canadian Water Network - Casual 1517 Imprint - Casual 1516 Conrad Grebel Casual 9130 Renison Coll Casual 9180 St Pauls Casual 9240 | Workday | Hire: User guide for Colleges and Affiliates, pg 14 Work Study - pg 35 Time entry for payment: Enter time by week (employee) or Enter time for casual staff (timekeeper/manager) | |
| Casual (Fixed Term) - One-time Payment | See Payment Types Chart for definitions and instructions - https://uwaterloo.ca/human-resources/sites/ca.human-resources/files/uploads/files/one_time_payment_definitions.pdf | | | | |
| Student (Fixed Term) | <p>Work performed is part of their program. Student type is to be used for co-op students including program funded such as Work Placement, URI and NSERC USRA, Graduate Teaching Assistants, Graduate Research Assistants, Undergraduate Teaching Assistants and Undergraduate Research Assistants. Payments for students are set up during the hiring process and are typically paid monthly for the duration of a term.</p> | Co-op Student 7661 | Workday | Co-op Student/Work Placement NSERC USRA Recipient | Hire a student user guide (co-op/WP) Hire a USRA Student user guide |
| | | Undergrad Research Assistant 7836 Undergrad Teaching Assistant 7835 Graduate Research Assistant 1672 Graduate Teaching Assistant 1671 | Workday | Research and Teaching Assistants - Undergrad and Grad | Hire a Student User Guide |
| | | 7663 - Engineering Undergrad Research Intern (Eng-URI) | Workday | Hire an Eng-URI Student user guide | |
| | | College specific profiles 1000 - Colleges - Undergrad Research Intern (URI) Colleges - Graduate Research Assistant Colleges - Graduate Teaching Assistant Colleges - Undergraduate Research Assistant Colleges - Undergraduate Teaching Assistant | Workday | User guide for Colleges and Affiliates, pgs 19-34 | |

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| Definite Term (Fixed Term) | Non-faculty positions, such as post-doctoral fellows, and research associates, and part-time definite term lecturers. | Not applicable for campus initiated hires | Paper form | Post-Doctoral Fellows; Research Associates; Visiting Scholar; Visiting Scholar; Visiting Scientist | Non-Faculty Appointment Form |
| | | | | Adjunct Faculty with titles: Adjunct Professor, Adjunct Associate Professor, Adjunct Assistant Professor and Adjunct Lecturer. Research, Special (Sessional) and Visiting Faculty with appointment less than a year | Part-Time Faculty Appointment Form |
| | | | | Regular Faculty time and fractional load, with titles: Professor, Associate Professor, Assistant Professor and Lecturer included those with qualifier “clinical” and appointment type Tenure, Continuing, Probationary and Definite term. Research and Visiting Faculty full and part time, with titles: Professor, Associate Professor and Assistant Professor with appointment one year or more. Special Faculty full or part time, where the normal ranks are not used (Policy 76) definite term one year and more | Full-Time Faculty Appointment Form |
| Temporary (Fixed Term) | Staff appointments for periods exceeding three months but less than 2 years, and regular weekly work hours (e.g. 21 hours/week). | Not applicable for campus initiated hires | iCIMS | Hiring resources website | |
| Regular | Ongoing Staff and Faculty | Not applicable for campus initiated hires | iCIMS - Staff | Hiring resources website | |
| | | | Paper form - Faculty | Full-Time Faculty Appointment Form | |