

Hire Type	Description	Applicable Job Profiles	Method of hire	Form to use/Instructions	
Casual (Fixed Term)	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. Anyone who performs work in exchange for payment, regardless if this work was only performed once.	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	<a href="#">Hire a casual employee</a>
				Hire: Work Study - Hire a Work Study Employee	<a href="#">Hire a Work Study employee</a>
				Time entry for payment: Enter time by week (employee) or Enter time for casual staff (timekeeper/manager)	<a href="#">Enter time for casual staff</a>
		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	<a href="#">Workday User Guide for Colleges and Affiliates (PDF)</a>
Time entry for payment: Enter time by week (employee) or Enter time for casual staff (timekeeper/manager)	<a href="#">Enter time for casual staff</a>				
Casual (Fixed Term) - One-time Payment	<a href="#">Reference the Payment Types Chart (PDF) for definitions of one-time payment types and processing methods (Workday vs. paper form).</a>				
Student (Fixed Term)	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.	Co-op Student 7661	Workday	Co-op Student - fully funded by department	<a href="#">Hire a Student User Guide</a>
				Work Placement - Partially funded by SAFA Work placement program	<a href="#">Hire a Work Placement student</a>
				NSERC USRA Recipient - Award paid through Quest, supplement through Payroll	<a href="#">Hire a USRA student</a>
		Undergrad Research Assistant 7836 Undergrad Teaching Assistant 7835 Graduate Research Assistant 1672 Graduate Teaching Assistant 1671	Workday	Research and Teaching Assistants - Undergraduate and Graduate (must be enrolled as a UW student)	<a href="#">Hire a Student User Guide</a>
		7663 - Engineering Undergrad Research Intern (Eng-URI)	Workday	<a href="#">Engineering Undergrad Research Intern (Eng-URI)is financial support for UWaterloo Engineering co-op students during their work (co-op) terms</a>	<a href="#">Hire an Engineering URI student</a>
		Affiliates/Colleges 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	<a href="#">Workday User Guide for Colleges and Affiliates (PDF)</a>

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	<a href="#">Non Faculty Appointment Form (PDF)</a>
				Adjunct Faculty with titles: Adjunct Professor, Adjunct Associate Professor, Adjunct Assistant Professor and Adjunct Lecturer.	<a href="#">Part-time Faculty Appointment Form (PDF)</a>
				Research, Special (Sessional) and Visiting Faculty with appointment less than a year	
				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	<a href="#">Full-time Faculty Appointment (PDF)</a>
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	<a href="#">Hiring resources website</a>	
Regular	Ongoing Staff and Faculty	Not applicable for campus initiated hires	iCIMS - Staff	<a href="#">Hiring resources website</a>	
			Paper form	<a href="#">Full-time Faculty Appointment (PDF)</a>	
Contingent Worker	Individuals who are not receiving payment or benefits through the University of Waterloo. They would only need to be set up in Workday if they require Workday access as part of their volunteer/agency work.  <i>Note: more job profiles are available, most common have been listed for reference.</i>	<b>UW</b> Contingent Worker 1514 Adjunct Research Associate 1560 Post-Doctoral Fellow (Domestic) 1565 Post-Doctoral Fellow (International) 1566 Visiting Researcher 1585 Visiting Scientist 1586 Visiting Scholar 7662 Co-Op Student 7661	Workday	Contract Contingent Worker	<a href="#">Contract a contingent (unpaid) worker</a>
		<b>Affiliates/Colleges</b> Canadian Water Network Staff 9090 Conrad Grebel Faculty 9110 Conrad Grebel Staff 9120 Renison Coll Faculty - Monthly 9150 Renison Coll Staff - Monthly 9170 St Jeromes Faculty 9190 St Jeromes Staff 9200 United College Faculty 9210 United College Staff - Monthly 9230			