

Short Term Employment Contract

	AEC student interviews	Coaches	Conted non-credit teaching activities	Faculty extra duties charged to E	Faculty extra duties charged to transferable budget	Course development consultant (regular and non credit)	Course dev. professional (regular and non credit)	Non-student - Social/cultural/ sports activities leader	English and French placement testing correction	Non-student - Event photographer /video recording, etc	Guest speaker in course (current employee)	PARC, instructor/trainer/ circuit training (non-credit)	Research assistant	Summer teacher hiring committee	Non-Student Support to College activities
Expense code	293	293/629	143	143	293	293	273*	203*	293	203*	293	293	203	141	203*
Classification	961	962/970	398	305	305/309	963	219	431	305	406	305	391	990	305	Contact HR
Choose one															

Hourly rate as per the Collective Agreement for any expense code with an *

Honoraria			
Living Expenses	Live models	Guest speakers (non-employee)	Entertainers / Others (non-employee)
629	629	629	629
N/A	970	970	970

GENERAL INFORMATION

EMPLOYEE # _____ M F

Family Name: _____

First Name: _____

Address: _____

Postal Code: _____ Phone no: _____

S.I.N.: _____ D.O.B: (YYYY/MM/DD) ____/____/____

Banking Info:
 Attached void Cheque or a direct deposit form from your banking institution
 Banking information was submitted (YYYY/MM) ____/____

Employee signature Date

Description of work:

Supervisor's Initials Department:

BUDGET CODE ____ / ____ / 0 0

Signature of Manager Date

Signature of Human Resources Date

Date of activity (YYYY/MM/DD)

\$ _____
one time payment

OR

DATE - From	To	# HRS

\$ _____
Hourly Rate

RESERVED FOR PAYROLL

Employee # _____ Fonction # _____ Status: _____ Revenue # _____ Service: _____ Data entry: _____ Verified by: _____ Paydate: _____