

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	392	962/970	398	305	305/309	393	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	DATE - To	# HRS

\$ _____
Hourly Rate

RESERVED FOR PAYROLL

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