

Casual Employee Information Form



Submission Instructions

Please follow the instructions on the form for submitting.

Revised January 2025

Type of Action

☐ New Hire ☐ Rehire ☐ Change

Effective Date

SECTION 1 - TO BE COMPLETED BY THE EMPLOYEE

Are you a full-time UofT student registered in a degree program? ☐ Yes ☐ No Student Status:

If you are currently a full-time UofT student registered in a degree program, and this status changes, please advise your manager.

If you have a work or study permit, please record the applicable information, and ensure your manager has seen the original.

Work/Study Permit #

Permit Expiry Date

Form of Address Optional

Student #

Personnel #
(blank if new)

First Name

Gender

Birthdate (Y/M/D)

Last Name

Permanent/Official
Tax Address

Known As

City

Prov.

Postal Code

E-mail

Sessional
Address

Phone Number

City

Prov.

Postal Code

IMPORTANT: For employees working in multiple departments, please provide the information below.

Department 2

Supervisor #2 (Name)

Phone Number #2

Description of Work# 2

Department 3

Supervisor #3 (Name)

Phone Number #3

Description of Work #3

IMPORTANT: Direct Deposit/Banking Information - attach void cheque

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS CORRECT.

Employee's Signature

Today's Date

SECTIONS 2 - 4 BELOW TO BE COMPLETED BY MANAGER/SUPERVISOR

2. Position Information

Department

Position Title

Employee Group

Description of Work

3. Financial Information

Hourly Rate

Anticipated Weekly Hours

Anticipated Monthly Hours

Fund Centre

Cost Centre

Fund

Order

4. Required Documents & Verification

☐ TD - 1

☐ TD - 1 ON

☐ Work/Study Permit Confirmed

☐ Void Cheque

☐ First Timesheet

☐ Offer of Employment

☐ TA's - Allocation of Hours

Manager's Name

Manager's Signature

Today's Date