

## HOURLY EMPLOYEE HIRE

(FIRST TIME HIRE HOURLY STUDENT ASSISTANTS AND EDUCATION SHORT TERM CONTRACT EMPLOYEES)

Employee ID: Employee Record:	Effective Date:
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	m m d d y y y
Name Surname Given Name Initial  Gender  Male Female	Date of Birth:
Address: Address Line One:	
Address Line Two:	
City/Province:	Postal Code:
Telephone Number: ( )	District (Company Code)
	Job Code / Description
Action: Hire (HIR) Substitute Student Assistant Job G	, ,
Reason: TE: Hire (TOH) 102 - Substitute Student Assistant	103 - Evaluation and Research Group
	111 - Tutor
	121 - Program Development Group
	122 - CDLI Group
Direct Deposit? Yes (Attach Completed Direct Deposit Form) No  District Authorizing Signature:	Entitled to Labrador Allowance? Yes No No Single Single With Dependents Family
Workforce Changes Completed By:	Date :
Teachers Payroll Office Use Only	
Labraday Allawayaa MDD Carries	Union Deduction
Labrador Allowance - MPP Service A28 - Group 1 Single	Union Deduction  Job Code 102 - Sub Student Assistants only
A29 - Group 1 Family	U00007 - Nape
A30 - Group 2 Single	
A31 - Group 2 Family	
A32 - Group 3 Single	
A33 - Group 3 Family	
Payroll Changes Completed By:	Date :