Newfoundland Labrador

Hourly Employee Hire
(First Time Hire Hourly Student Assistants and Education Short Term Contract Employees)

Employee ID: **Employee Record:**   **Effective Date:** _____
                                                                          m m d d y y y y

Social Insurance Number:

Name _____ | Gender | **Date of Birth:** _____
         Surname   Given Name   Initial   m m d d y y y y

Address:

Address Line One: _____

Address Line Two: _____

City/Province: _____   Postal Code: _____

Telephone Number: (   ) _____   District (Company Code)

HIRE	
Action:	Hire (**HIR**)
Reason:	TE: Hire (**TOH**)

Job Code / Description			
Substitute Student Assistant Job Group		**District 900 Hourly Job Group**	
102 - Substitute Student Assistant		103 - Evaluation and Research Group	
		111 - Tutor	
		121 - Program Development Group	
		122 - CDLI Group	

Entitled to Labrador Allowance?   Yes ☐   No ☐
                                          Single ☐
     Single with Dependents ☐
                                     Family ☐

ENSURE DIRECT DEPOSIT FORM IS ATTACHED

Authorized by : _____   **Signature:** _____   **Date :** _____

Teachers Payroll Office Use Only

Workforce Changes Actioned By: _____   **Signature:** _____   **Date :** _____

Labrador Allowance - MPP Service	
	A28 - Group 1 Single
	A29 - Group 1 Family
	A30 - Group 2 Single
	A31 - Group 2 Family
	A32 - Group 3 Single
	A33 - Group 3 Family

Union Deduction	
Job Code 102 - Sub Student Assistants only	
	U00007 - Nape

Payroll Changes Actioned By: _____   **Signature:** _____   **Date :** _____