

# Payment Information Form

(40 hours/week)

Please submit this form to Helen Baggaley. Submissions without signatures will not be processed.

**To be completed by payee (please print):**

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Postal Code: \_\_\_\_\_ U of A ID#: \_\_\_\_\_  
Phone Number (s): \_\_\_\_\_ Email: \_\_\_\_\_  
Country of Citizenship: \_\_\_\_\_ SIN: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ GST Number: \_\_\_\_\_

**To be completed by payer: coordinator, supervisor or faculty member**

Speed Code: \_\_\_\_\_ (for casual support, this is the default speed code)  
Concurrent Job In Department?  Yes  No  
Type of payment: (check one)  Casual Support  Academic (one time payment)  
 Student (one time payment)  Honorarium  
Rate of Pay: \$ \_\_\_\_\_ per hour \_\_\_\_\_ Grade \_\_\_\_\_ Step  
Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
One time/lump sum payment: \$ \_\_\_\_\_ Position Title: \_\_\_\_\_

**For office use only:**

Employee Type:  Casual Level 1  Casual Level 1 - FT Student  
 Casual Level 2  Auxillary Hourly  
 Undergrad Student  Grad Student  
Fund Source:  Operating  Trust

\_\_\_\_\_  
Payee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Coordinator, supervisor or faculty member

\_\_\_\_\_  
Date