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| bw-medium | **Payroll Services**  **Fixed Remuneration Form**  **The Casual Employee Action and Change Form must be submitted in conjunction with this form in order for payment to occur.** |

NOTE: Employment may not commence before and is conditional upon Financial Services Authorization.

**Any forms that are incomplete will be returned to the department.**

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| --- | --- | --- |
| Employee/ Student Number:  A | Last Name: | First Name: |
| SIN : | Date of Birth (DD-MM-YYYY): | Position Number: |

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| Description of Work (mandatory) : |
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| **Banner Budget Code:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- |
| Pay Date  (DD/MM/YY) | Service Worked | | Hours Worked per Week | Amount (Weekly) | Total Bi-Weekly |
| From (DD/MM/YY) | To (DD/MM/YY) |
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|  |  |  | Total Remuneration: | | $ ………………………… |

Prepared By: …………………………………………………………………………...

Department Authorization: (Print).................................................................................. Date: ……...................................

(Signature)........................................................................... Phone Ext: ……………………..

Financial Services Authorization: ……………………………………………………. Date: …………………………...

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| --- | --- |
| **OFFICE USE ONLY** |  |
|  | |

White – Payroll Services Department-Keep copy for your records Dec 15, 2016