

PAYMENT PROCEDURE FOR STUDENT AND CASUAL EMPLOYEES

This procedure applies to student and casual employees who are paid on the bi-weekly, hourly payroll.

Casual non-student employee

The hiring of casual non-student employees must be properly authorized through the Human Resources Office **before** the casual employee starts work. Contact Human Resources at 2280 or hr@mta.ca.

Student employee – registered with the University in the current academic year

No such authorization is required for Mount Allison students who are paid from the student assistant line. Student employees must complete a Student Pay Registration form and departments must submit a Payment Authorization form in order for payment to be processed by Payroll. These forms are available from the Payroll Office, 3rd Floor, Centennial Hall. A list of pay dates and a copy of the Student Pay Registration form are also on the Human Resources web site at www.mta.ca/human_resources/.

Student Pay Registration

The Student Pay Registration form must be complete and accurate. Please ensure a void cheque is attached for banking information. The Student Pay Registration form is due in the Payroll Office by 4:30PM on Wednesday of the pay period ending date. If the form is incomplete, no void cheque or banking information attached or late, the employee will not be paid and a completed Student Pay Registration form and hours must be resubmitted for the next pay period.

Payment Authorization

The Payment Authorization form must be complete with

- ID Number
- Hours worked each day
- Total hours each week
- Hourly Rate and Vacation Rate
- GL Account Number
- Authorized signature

For student employees the ID Number is their student ID. When hiring a student please ask them to provide you with their ID number and enter this number in the appropriate area on the Payment Authorization form. In order to meet Employment Insurance regulations the hours worked each week **must** be completed on the Payment Authorization form. If paying a dollar amount, you must report weekly hours, start date and end date of the work performed. The pay period week runs from Saturday to Friday of each week.

If there are any questions, please call Andrea at 2161 or e-mail aphinney@mta.ca or call Betty at 2246 or e-mail bhunterbrayl@mta.ca.