Temporary / Casual Employees:
Hire Process Guide for Supervisors

Employee Categories:

Student employees: are those employees enrolled in a degree program maintaining at least 60% of a full course load each term (or 40% for students with disabilities).

Casual employees: work in a position having no specified schedule and that may be of indefinite duration. They have neither guaranteed hours per day or days per week; rather, they are contracted when work is available at which time they may elect to accept or decline the work opportunity.

Temporary employees: work in a position with a duration of less than 12 months. Temporary employees are typically hired to cover for short-term leaves of absence, special projects and assistance during peak periods.

Hire Process:

- Complete the Temporary / Casual Hire Information Form found at http://www.fhs.mcmaster.ca/biochem/resources/index.html and submit to Lorraine Curtis as soon as possible. Please note that you will need to refer to the Temp/Casual Payroll Guide to determine the hourly rate of pay.
- Advise the candidate that they will receive a job offer to the email address they provide. Instructions will be sent by email from Lorraine Curtis.
- After they have accepted the offer they will receive another electronic communication that will provide them with the paperwork that needs to be submitted (Contact Details, Bank and Tax information) and instructions on how to submit. They will also receive an email from Lorraine Curtis containing further hire information and the process for submitting timesheets.
- On their first day of work they will need to come to the main office to see Lorraine Curtis to hand in the signed offer letter as well as the deposit and work authorization form and tax forms.