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## TEMPORARY/CASUAL EMPLOYEE HIRING PROCEDURES

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**CHOOSING YOUR CANDIDATE:** See [FHS HR Hiring Guidelines](#)

### **HIRING INSTRUCTIONS:**

#### **1. Information Required :**

You and/or your administrator must have access to the **MacTRAC** hiring system.

*If access is not available, please email the following pertinent information to:  
[desilvio@mcmaster.ca](mailto:desilvio@mcmaster.ca):*

- ✓ PI name(s)
- ✓ Work address including room & phone number.
- ✓ Position title & grade (refer to [HR's Temp/Casual Pay Guide](#))
- ✓ Start & end dates of employment (*must be less than 12 months*)
- ✓ Hourly wage (*Note: minimum wage is \$10.25/hr*)
- ✓ University account number(s) & percentage allocation for each account
- ✓ Scheduled working hours per week (*if varied, provide estimated weekly hours*)
- ✓ Candidate's name & email address (*if previous University employee, provide ID#*)
- ✓ *Brief* description of work to be performed

#### **2. Employee Contact Information + Federal & Ontario Tax Exemption Forms:**

- ▶ Thru MacTRAC, the candidate will be emailed a request to complete an on-line information form providing their personal information, eg., banking info, etc.
- ▶ MacTRAC will also instruct the candidate to print and complete the Federal & Ontario Tax Exemption forms which will be then returned to your office for SIN# verification (University policy requires that you see the SIN card #. Please initial next to the SIN # on the taxation forms.)
- ▶ The taxation forms will then be sent on to HR to complete the hiring process.

#### **3. Offer Letter:**

- ▶ MacTRAC will automatically generate the offer letter with the information provided above. The digitally-signed letter will then be electronically sent to your candidate(s) for acceptance.
- ▶ The candidate will electronically *accept* the terms and conditions of the offer, as well as *print, sign and submit* the signed copy.
- ▶ *This official offer letter is considered a contract between the employee, yourself and the University.*

#### 4. Approvals

- ▶ Department & Finance approvals are also processed electronically thru the MacTRAC system, once again no paper copies are required.

#### 5. ID#:

- ▶ Once approved by the Department and Finance, HR will issue an ID# and the employee will go to HR (HSC-2J1) on Tuesday mornings between 9:00 a.m. and 12:00 noon for their photo ID badges. This also includes previous employees with an ID# since the badges also show the contract expiry date.

#### 6. Payment:

- ▶ Biweekly **timesheets** must be submitted by the scheduled **deadlines** to your administrator.
- ▶ If you and/or your administrator *do not* have access to MacVIP,  
Please send the completed/signed timesheets to Sara DeSilvio at HSC-2N20A.  
OR fax attention to Sara DeSilvio at 905-577-0198  
OR scan & e-mail to [desilvio@mcmaster.ca](mailto:desilvio@mcmaster.ca)
- ▶ Direct-deposit pays will then be processed. Since the temp/casual employee does not accumulate vacation, a 4% vacation pay will be added to their salary.
- ▶ If you are the administrator responsible for entering hours into MacVIP, please file the original signed timesheets in your area as they may be required during an audit.