

*A message from:*

Kathleen Manley, HR/Payroll Coordinator, FHS Human Resources, McMaster University  
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In keeping with the new [Guidelines for Hiring Temporary and Casual Employees](#), we have been advised that the procedures have changed as follows:

### **Hires**

- The number of position codes available to departments has increased from two (Temporary/Casual and Work Study) to 31 (Temporary/Casual, Work Study, and 29 new jobs as outlined in the [Temporary and Casual Pay Guide](#)).
- In the “New Candidate for New Position” screen of the [Candidate Hiring Application \(CHA\)](#), continue to select either a Temporary/Casual or Work Study position code.
- Determine which job summary best describes the position for your new hire from the [Temporary and Casual Pay Guide](#). The job title must be recorded in the “[Requester Notes](#)”.
- Using the same guide, select the rate of pay from the range of pay rates. Based on the skills and experience the incumbent brings to the job, determine the specific hourly rate of pay.

### **Extensions**

- If not completed at the time of the initial contract, from the [Temporary and Casual Pay Guide](#) determine which job description best describes the position. Enter the appropriate job title in the “[to position code](#)” field of Section D of the [Assignment Change/Termination Form](#).

**Please forward these procedures if there are others within your department that are also responsible for processing temporary and casual employees paperwork, please ask them to contact me. We want to ensure that they are included in my future communications.**

As always if you have any questions, please do not hesitate to contact me.

Thanks

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