University of Waterloo
Casual or Additional Pay Request

Date: 28-01-2015 Department: Computer Science **Cheque:** ☐ Pick up at Human Resources ☐ Mail to Home address

Please Note: This form must be submitted to Human Resources no later than noon Thursday of the week prior to pay day. Please check the payroll schedules on our website for any variations.

Payroll ID#	Surname	First Name	Dates Worked
	[redacted]	[redacted]	19 - 26 Jan 2015

Or: Complete this section for first time payment:

Social Insurance #	Gender	Marital Status	Birthdate	Description of work
[redacted]	☐ M ☐ F		14-03-1994	Software Development

☐ Grad Student ☒ Undergrad Student Student ID# [redacted]

Address 1 [redacted]

Address 2

City Waterloo

Province ON Postal Code [redacted]

Rate of pay: [redacted]

Number of hours worked: 6.5

Gross amount: [redacted]

Bank deposit information

(please attach a cheque marked 'void' for accuracy)

Bank name

Branch & address

Transit # Account Number

Human Resources use only

Accounting Flexfield	Org Unit	Activity	Fund	Fund Class	Project	Object	Product	Phase
	[redacted]							
Accounting Flexfield								

Authorization	Name		Signature	Phone Extension
Authorization	Name		Signature	Phone Extension
Authorization	Name		Signature	Phone Extension

Please complete in full for first payment

For your records, please photocopy before submitting to Human Resources