



Non Full Time and Temporary Position Employee Form

See reverse for policy and instructions. Send completed forms to Payroll Services.

New Hire Rehire Termination Changes

New Hires require direct deposit form and tax forms

FOR REHIRE EMPLOYEES, IS THIS NEW:

Surname Address Bank Information (fill Direct Deposit form and provide VOID Cheque)

Employee ID _____ SIN _____ Expiry Date* _____
Surname _____ First Name _____
Preferred Name _____ Birthdate _____ Gender _____
Address _____ City _____
Province _____ Postal Code _____ Telephone _____
Emergency Contact _____ Telephone _____

Department _____ HMC TRAF STC DAVIS
Job Code _____ Position Title _____ [Part Time Staff Rates](#)
Manager ID _____ Manager _____ [COOP/Student Rates](#)

Payband		Step		Hourly Rate		Contracts can only be max one year in length
Start Date			End Date			
Budget Account						%
Budget Account						%

Hours of Work		<input type="radio"/>	Regularly Scheduled Hours (Same every week, please fill out below)					
Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total	

Hours of Work	<input type="radio"/>	Hours Vary Weekly (Fill out excel or manual timesheet)
----------------------	-----------------------	--

Employee Status Part-Time (24 hours per week or less) CO-OP Ontario Work Study Plan Appendix G Current Student

Please see the next page for definitions on employee status

Comments/Reasons for Adjustments: _____

DECLARATION: I understand and accept the terms and conditions of employment as outlined on the reverse of this form. Upon signing this contract, I acknowledge the receipt of the summary information regarding my immediate eligibility to join the CAAT Pension Plan on the first date of hire.

Employee Signature: _____ Date: _____

TERMINATION OF CONTRACT
Last Day Worked _____ Reason for Leaving _____
Record of Employment Requested

Prepared By: _____ Signature: _____ Date: _____

Authorized By: _____ Signature: _____ Date: _____

WELCOME TO SHERIDAN COLLEGE.
WE HOPE YOU WILL FIND THIS ASSIGNMENT BOTH PERSONALLY AND PROFESSIONALLY REWARDING.

TERMS AND CONDITIONS OF EMPLOYMENT AND RELATED POLICIES

Part-Time pay policy: All part-time employees will be paid according to the Pay Equity compliant policy. Please consult with your manager. Payment will be made by direct deposit to the employee's banking institution on a biweekly basis. **Payment occurs two (2) weeks in arrears.**

Statutory Holidays: Where an employee is scheduled to work on a regularly scheduled statutory holiday and where the employee works their scheduled day before and after a statutory holiday, they are eligible for statutory holiday payment. The payment of statutory holidays is not intended to increase or decrease the employee's regular bi-weekly wages.

College Holiday Closing: Part-time employees are not eligible for pay during the annual Christmas/New Year closing period except where statutory holidays apply as per statutory holiday policy above **and lieu pay below.**

Vacation Pay: In accordance with the Employment Standards Act, employees will receive 4% of their total gross wages as vacation pay.

Pension Membership: Part time employees are eligible to join the CAAT Pension Plan on their first date of hire. Please refer to the attached CAAT Pension summary and the CAAT Pension Plan website for more information. (www.caatpension.on.ca)

Confidentiality: During the period of employment and after employment has ended, the employee will keep confidential and refrain from using any information which the employee has obtained from Sheridan or which has been provided by Sheridan to the employee, directly or indirectly, during the course of his/her employment with Sheridan. However, it is understood that such information may, where necessary and expected, be used in the performance of duties for Sheridan and may be disclosed or used at any time with the written permission of Sheridan.

Policies and Procedures: The employee will comply with all legislation and college policies, including but not limited to those pertaining to Human Rights, Harassment, and the Sheridan College Telephone and Computer Information Access Policy. In accordance with Sheridan's Accessible Customer Service policy, the employee will be required to complete mandatory online training within one month of the initial hire date with Sheridan. Human Resources will provide the employee with directions on how to access this training soon following your hire date. In addition, the employee agrees to attend any specialized training that Sheridan may require, i.e. WHIMIS, Human Rights and any other as identified by the College.

Absences: In the event that the employee is unable to attend work, it is the employee's responsibility to inform his/her department/school contact at the earliest possible time.

Termination: At any time, either party may bring this contract to an end in accordance with the Employment standards Act. At the conclusion of this contract for any reason, the employment of the employee shall terminate. Sheridan makes no promise or offer of any future employment beyond this particular contract.

Parking: parking fees are the responsibility of the employee and must be arranged via Security.

Signing of this form by the employee named herein and the College official will confirm the employee's appointment and agreement to College employment terms and conditions.

How to Process Non Full Time Employee Pay

New Employees: Please enter the Sheridan Employee of Student ID if the employee was previously a student or employee of this College. **Always** include the identification number on all forms submitted to Human Resources. The following hiring documents are **mandatory** when hiring any employees at the College and are available from Access Sheridan>Human Resources Centre>Forms. Without the below listed forms, new employees cannot be paid.

TD1 Forms (Federal & Provincial), Direct Deposit Form, the Social Insurance Number and Birth Date.

Payment will be made to the employee's banking institution on a bi-weekly basis. All fields on this form are required.

Time Sheets: Non Full Time Employees either work regular scheduled bi-weekly hours or work variable hours. If a regular scheduled shift applies, please fill out the hours for each pay-period. If the employee works variable hours, please submit a Time Sheet each pay-period.

Job Code & Position Title: Select the accurate Job Code & Position Title for the employee's role. Please see Part Time Support Staff Job Rates and COOP & Student Rates. New employees begin at the Step 1 rate.

Types of Employee Status:

Part Time – regularly employed up to 24 hours per week

CO-OP – students employed on coop education training program; may work up to full time hours for duration of COOP term

Ontario Work Study Program (OWSP) – student employed up to 24 hours per week and departments are reimbursed by OWSP

Appendix G – students that are temporarily hired between mid-April and the last Friday before Labour Day inclusive; may work up to full time hours

Student – Current student in a full-time Sheridan program hired to work up to 24 hours per week

Sheridan

Effective January 1, 2014 O.T.R.F.T. employees are eligible to join the CAAT Pension Plan effective the first day of employment

- **O.T.R.F.T. (Other Than Regular Full-Time employee):** This term refers to employees who work part-time hours as well as those who work full-time hours with a predetermined end date of employment.
- **O.T.R.F.T. employees are entitled to join the CAAT Pension Plan;** which is a defined benefit plan. Please visit the Plan's website at (www.caatpension.on.ca) for details to consider before joining. If you wish to join it is your responsibility to review the material on the website and return a completed enrolment form to Human Resources, Trafalgar campus.
- Your pension contributions will be based on a set percentage of your earnings as outlined on the CAAT Pension website. You will become a member of the Plan effective the first day of the pay period after H.R. receives your accurately completed enrolment form.
- You will remain a member of the pension plan until you officially terminate your employment, retire, or pass away. You cannot elect out of the CAAT pension plan once you have joined.
- If you terminate employment before retirement, your membership in the **CAAT Pension Plan continues for 24 months.** The pension proceeds remain with CAAT unless you become employed by another employer with a registered pension plan at which time you have the option of transferring the proceeds into their plan.
- While a member of the Plan, you are required to contribute on all applicable earnings from employment at Sheridan in addition to any other College where you may be employed.
- If you decline enrolment in the pension plan at this time, you may join at a later date subject to the plan provisions provided you are under the age of 71.
- Your pension contributions are tax sheltered and will be reported on your T4 slip.
- A pension statement will be issued annually to provide you with an update of your accrued benefits.

Resources:

CAAT Website: www.caatpension.on.ca

CAAT Information & Enrollment Form found through **Access Sheridan > Human Resource Centre> Benefits> Pension**

Sheridan

Payroll Direct Deposit Banking Information

The information collected on this form will only be used for direct deposit purposes. Payments will be deposited into either a chequing or savings account in your name from any financial institution in Canada. Pay statements are available for viewing and printing online through Employee Self Service.

Please attach a Void Cheque or a Bank Deposit Authorization Form below.

Name: _____

Employee ID#: _____

Signature: _____

I authorize Sheridan College to credit my payment(s) to the account I have designated.

Attach a VOID cheque in the space provided.

Hand written bank details will not be accepted.

All information submitted will be treated as private and confidential.
Return Paperwork to Payroll Department, Room B309, Trafalgar Campus for Processing.



2017 Personal Tax Credits Return

Read page 2 before filling out this form. Your employer or payer will use this form to determine the amount of your tax deductions.

Fill out this form based on the best estimate of your circumstances.

Last name	First name and initial(s)	Date of birth (YYYY/MM/DD)	Employee number
Address	Postal code 	For non-residents only – Country of permanent residence	Social insurance number
<p>1. Basic personal amount – Every resident of Canada can claim this amount. If you will have more than one employer or payer at the same time in 2017, see "More than one employer or payer at the same time" on page 2. If you are a non-resident, see "Non-residents" on page 2.</p>			
<p>2. Family caregiver amount for infirm children under age 18 – Either parent (but not both), may claim \$2,150 for each infirm child born in 2000 or later, that resides with both parents throughout the year. If the child does not reside with both parents throughout the year, the parent who is entitled to claim the "Amount for an eligible dependant" on line 8 may also claim the family caregiver amount for that same child who is under age 18.</p>			
<p>3. Age amount – If you will be 65 or older on December 31, 2017, and your net income for the year from all sources will be \$36,430 or less, enter \$7,225. If your net income for the year will be between \$36,430 and \$84,597 and you want to calculate a partial claim, get Form TD1-WS, <i>Worksheet for the 2017 Personal Tax Credits Return</i>, and fill in the appropriate section.</p>			
<p>4. Pension income amount – If you will receive regular pension payments from a pension plan or fund (excluding Canada Pension Plan, Quebec Pension Plan, Old Age Security, or Guaranteed Income Supplement payments), enter \$2,000 or your estimated annual pension income, whichever is less.</p>			
<p>5. Tuition (full time and part time) – If you are a student enrolled at a university or college, or an educational institution certified by Employment and Social Development Canada, and you will pay more than \$100 per institution in tuition fees, fill in this section. If you are enrolled full time or part time, enter the total of the tuition fees you will pay.</p>			
<p>6. Disability amount – If you will claim the disability amount on your income tax return by using Form T2201, <i>Disability Tax Credit Certificate</i>, enter \$8,113.</p>			
<p>7. Spouse or common-law partner amount – If you are supporting your spouse or common-law partner who lives with you and whose net income for the year will be less than \$11,635 (\$13,785 if he or she is infirm) enter the difference between this amount and his or her estimated net income for the year. If his or her net income for the year will be \$11,635 or more (\$13,785 or more if he or she is infirm), you cannot claim this amount.</p>			
<p>8. Amount for an eligible dependant – If you do not have a spouse or common-law partner and you support a dependent relative who lives with you, and whose net income for the year will be less than \$11,635 (\$13,785 if he or she is infirm and you cannot claim the family caregiver amount for children under age 18 for this dependant), enter the difference between this amount and his or her estimated net income. If his or her net income for the year will be \$11,635 or more (\$13,785 or more if he or she is infirm), you cannot claim this amount.</p>			
<p>9. Caregiver amount – If you are taking care of a dependant who lives with you, whose net income for the year will be \$16,163 or less, and who is either your or your spouse's or common-law partner's:</p> <ul style="list-style-type: none"> • parent or grandparent (aged 65 or older), enter \$4,732 (\$6,882 if he or she is infirm); or • relative (aged 18 or older) who is dependent on you because of an infirmity, enter \$6,882. <p>If the dependant's net income for the year will be between \$16,163 and \$20,895 (\$16,163 and \$23,045 if he or she is infirm) and you want to calculate a partial claim, get Form TD1-WS and fill in the appropriate section.</p>			
<p>10. Amount for infirm dependants age 18 or older – If you support an infirm dependant age 18 or older who is your or your spouse's or common-law partner's relative, who lives in Canada, and whose net income for the year will be \$6,902 or less, enter \$6,883. You cannot claim an amount for a dependant if you or anyone else has already claimed it on line 8 or 9. If the dependant's net income for the year will be between \$6,902 and \$13,785 and you want to calculate a partial claim, get Form TD1-WS and fill in the appropriate section.</p>			
<p>11. Amounts transferred from your spouse or common-law partner – If your spouse or common-law partner will not use all of his or her age amount, pension income amount, tuition amount, or disability amount on his or her income tax return, enter the unused amount.</p>			
<p>12. Amounts transferred from a dependant – If your dependant will not use all of his or her disability amount on his or her income tax return, enter the unused amount. If your or your spouse's or common-law partner's dependent child or grandchild will not use all of his or her tuition amount on his or her income tax return, enter the unused amount.</p>			
<p>13. TOTAL CLAIM AMOUNT – Add lines 1 to 12. Your employer or payer will use this amount to determine the amount of your tax deductions.</p>			

Filling out Form TD1

Fill out this form **only** if:

- you have a new employer or payer and you will receive salary, wages, commissions, pensions, employment insurance benefits, or any other remuneration;
- you want to change amounts you previously claimed (for example, the number of your eligible dependants has changed);
- you want to claim the deduction for living in a prescribed zone; or
- you want to increase the amount of tax deducted at source.

Sign and date it, and give it to your employer or payer.

If you do not fill out Form TD1, your employer or payer will deduct taxes after allowing the basic personal amount **only**.

More than one employer or payer at the same time

- If you have more than one employer or payer at the same time and you have already claimed personal tax credit amounts on another Form TD1 for 2017, you **cannot claim them again**. If your total income from all sources will be **more** than the personal tax credits you claimed on another Form TD1, **check** this box, enter "0" on line 13 and do not fill in lines 2 to 12.

Total income less than total claim amount

- Check this box if your total income for the year from **all** employers and payers will be **less** than your total claim amount on line 13. Your employer or payer will not deduct tax from your earnings.

Non-residents (Only fill in if you are a non-resident of Canada.)

As a non-resident of Canada, will 90% or more of your world income be included in determining your taxable income earned in Canada in 2017?

- Yes (Fill out the previous page.)
- No (Enter "0" on line 13, and do not fill in lines 2 to 12 as you are not entitled to the personal tax credits.)

If you are unsure of your residency status, call the international tax and non-resident enquiries line at **1-800-959-8281**.

Provincial or territorial personal tax credits return

If your claim amount on line 13 is more than \$11,635, you also have to fill out a provincial or territorial TD1 form. If you are an employee, use the Form TD1 for your province or territory of employment. If you are a pensioner, use the Form TD1 for your province or territory of residence. Your employer or payer will use both this federal form and your most recent provincial or territorial Form TD1 to determine the amount of your tax deductions.

If you are claiming the basic personal amount **only** (your claim amount on line 13 is \$11,635), your employer or payer will deduct provincial or territorial taxes after allowing the provincial or territorial basic personal amount.

Note: If you are a Saskatchewan resident supporting children under 18 at any time during 2017, you may be able to claim the child amount on Form TD1SK, *2017 Saskatchewan Personal Tax Credits Return*. Therefore, you may want to fill out Form TD1SK even if you are **only** claiming the basic personal amount on this form.

Deduction for living in a prescribed zone

If you live in the Northwest Territories, Nunavut, Yukon, or another prescribed **northern** zone for more than six months in a row beginning or ending in 2017, you can claim:

- \$11.00 for each day that you live in the prescribed northern zone; or
- \$22.00 for each day that you live in the prescribed northern zone if, during that time, you live in a dwelling that you maintain, and you are the only person living in that dwelling who is claiming this deduction.

\$

Employees living in a prescribed **intermediate** zone can claim 50% of the total of the above amounts.

For more information, go to cra.gc.ca/northernresidents.

Additional tax to be deducted

You may want to have more tax deducted from each payment, especially if you receive other income, including non-employment income such as CPP or QPP benefits, or old age security pension. By doing this, you may not have to pay as much tax when you file your income tax return. To choose this option, state the amount of additional tax you want to have deducted from each payment. To change this deduction later, fill out a new Form TD1.

\$

Reduction in tax deductions

You can ask to have less tax deducted on your income tax return if you are eligible for deductions or non-refundable tax credits that are not listed on this form (for example, periodic contributions to a registered retirement savings plan (RRSP), child care or employment expenses, charitable donations, and tuition and education amounts carried forward from the previous year). To make this request, fill out Form T1213, *Request to Reduce Tax Deductions at Source*, to get a letter of authority from your tax services office. Give the letter of authority to your employer or payer. You do not need a letter of authority if your employer deducts RRSP contributions from your salary.

Personal information is collected under the *Income Tax Act* to administer tax, benefits, and related programs. It may also be used for any purpose related to the administration or enforcement of the Act such as audit, compliance and the payment of debts owed to the Crown. It may be shared or verified with other federal, provincial/territorial government institutions to the extent authorized by law. Failure to provide this information may result in interest payable, penalties or other actions. Under the *Privacy Act*, individuals have the right to access their personal information and request correction if there are errors or omissions. Refer to Info Source at cra.gc.ca/gncy/tp/nfsrc/nfsrc-eng.html, Personal Information Bank CRA PPU 120.

Certification

I certify that the information given on this form is correct and complete.

Signature _____

It is a serious offence to make a false return.

Date _____

YYYY/MM/DD

Read page 2 before filling out this form. Your employer or payer will use this form to determine the amount of your provincial tax deductions.

Fill out this form based on the best estimate of your circumstances.

Last name	First name and initial(s)	Date of birth (YYYY/MM/DD)	Employee number
Address	Postal code	For non-residents only – Country of permanent residence	Social insurance number

<p>1. Basic personal amount – Every person employed in Ontario and every pensioner residing in Ontario can claim this amount. If you will have more than one employer or payer at the same time in 2017, see "More than one employer or payer at the same time" on page 2.</p>	10,171
<p>2. Age amount – If you will be 65 or older on December 31, 2017, and your net income from all sources will be \$36,969 or less, enter \$4,966. If your net income for the year will be between \$36,969 and \$70,076 and you want to calculate a partial claim, get Form TD1ON-WS, <i>Worksheet for the 2017 Ontario Personal Tax Credits Return</i>, and fill in the appropriate section.</p>	
<p>3. Pension income amount – If you will receive regular pension payments from a pension plan or fund (excluding Canada Pension Plan, Quebec Pension Plan, Old Age Security, or Guaranteed Income Supplement payments), enter \$1,406, or your estimated annual pension income, whichever is less.</p>	
<p>4. Tuition and education amounts (full time and part time) – If you are a student enrolled at a university, college, or educational institution certified by Employment and Social Development Canada, and you will pay more than \$100 per institution in tuition fees, fill in this section. If you are enrolled full time, or if you have a mental or physical disability and are enrolled part-time, enter the total of the tuition fees you will pay for the periods before September 5, 2017, plus \$547 for each month before September 2017 that you will be enrolled. If you are enrolled part-time and do not have a mental or physical disability, enter the total of the tuition fees you will pay for the periods before September 5, 2017, plus \$164 for each month before September 2017 that you will be enrolled part-time.</p>	
<p>5. Disability amount – If you will claim the disability amount on your income tax return by using Form T2201, <i>Disability Tax Credit Certificate</i>, enter \$8,217.</p>	
<p>6. Spouse or common-law partner amount – If you are supporting your spouse or common-law partner who lives with you and whose net income for the year will be \$864 or less, enter \$8,636. If his or her net income for the year will be between \$864 and \$9,500 and you want to calculate a partial claim, get Form TD1ON-WS and fill in the appropriate section.</p>	
<p>7. Amount for an eligible dependant – If you do not have a spouse or common-law partner and you support a dependant relative who lives with you and whose net income for the year will be \$864 or less, enter \$8,636. If his or her net income for the year will be between \$864 and \$9,500 and you want to calculate a partial claim, get Form TD1ON-WS and fill in the appropriate section.</p>	
<p>8. Caregiver amount – If you are taking care of a dependant who lives with you, whose net income for the year will be \$16,401 or less, and who is either your or your spouse's or common-law partner's:</p> <ul style="list-style-type: none"> • parent or grandparent (aged 65 or older); or • relative (aged 18 or older) who is dependent on you because of an infirmity, enter \$4,794. <p>If the dependant's net income for the year will be between \$16,401 and \$21,195 and you want to calculate a partial claim, get Form TD1ON-WS and fill in the appropriate section.</p>	
<p>9. Amount for infirm dependants age 18 or older – If you are supporting an infirm dependant aged 18 or older who is your or your spouse's or common-law partner's relative, who lives in Canada, and whose net income for the year will be \$6,814 or less, enter \$4,794. You cannot claim an amount for a dependant you claimed on line 8. If the dependant's net income for the year will be between \$6,814 and \$11,608 and you want to calculate a partial claim, get Form TD1ON-WS and fill in the appropriate section.</p>	
<p>10. Amounts transferred from your spouse or common-law partner – If your spouse or common-law partner will not use all of his or her age amount, pension income amount, tuition and education amounts, or disability amount on his or her income tax return, enter the unused amount.</p>	
<p>11. Amounts transferred from a dependant – If your dependant will not use all of his or her disability amount on his or her income tax return, enter the unused amount. If your or your spouse's or common-law partner's dependent child or grandchild will not use all of his or her tuition and education amounts on his or her income tax return, enter the unused amount.</p>	
<p>12. TOTAL CLAIM AMOUNT – Add lines 1 to 11. Your employer or payer will use this amount to determine the amount of your provincial tax deductions.</p>	<div style="border: 1px solid black; width: 100px; height: 30px; margin: 0 auto;"></div>

Filling out Form TD1ON

Fill out this form **only** if you are an employee working in Ontario or a pensioner residing in Ontario and any of the following apply:

- you have a new employer or payer and you will receive salary, wages, commissions, pensions, employment insurance benefits, or any other remuneration;
- you want to change amounts you previously claimed (for example, the number of your eligible dependants has changed); or
- you want to increase the amount of tax deducted at source.

Sign and date it, and give it to your employer or payer.

If you do not fill out Form TD1ON, your employer or payer will deduct taxes after allowing the basic personal amount **only**.

More than one employer or payer at the same time

- If you have more than one employer or payer at the same time and you have already claimed personal tax credit amounts on another Form TD1ON for 2017, you **cannot claim them again**. If your total income from all sources will be **more** than the personal tax credits you claimed on another Form TD1ON, **check** this box, enter "0" on line 12 and do not fill in lines 2 to 11.

Total income less than total claim amount

- Check this box if your total income for the year from **all** employers and payers will be **less** than your total claim amount on line 12. Your employer or payer will not deduct tax from your earnings.

Additional tax to be deducted

If you wish to have more tax deducted, fill in "Additional tax to be deducted" on the federal Form TD1.

Reduction in tax deductions

You can ask to have less tax deducted on your income tax return if you are eligible for deductions or non-refundable tax credits that are not listed on this form (for example, periodic contributions to a registered retirement savings plan (RRSP), child care or employment expenses, charitable donations, and tuition and education amounts carried forward from the previous year). To make this request, fill out Form T1213, *Request to Reduce Tax Deductions at Source*, to get a letter of authority from your tax services office. Give the letter of authority to your employer or payer. You do not need a letter of authority if your employer deducts RRSP contributions from your salary.

Forms and publications

To get our forms and publications, go to cra.gc.ca/forms or call 1-800-959-5525.

Personal information is collected under the *Income Tax Act* to administer tax, benefits, and related programs. It may also be used for any purpose related to the administration or enforcement of the Act such as audit, compliance and the payment of debts owed to the Crown. It may be shared or verified with other federal, provincial/territorial government institutions to the extent authorized by law. Failure to provide this information may result in interest payable, penalties or other actions. Under the *Privacy Act*, individuals have the right to access their personal information and request correction if there are errors or omissions. Refer to Info Source at cra.gc.ca/gncy/tp/nfsrc/nfsrc-eng.html, Personal Information Bank CRA PPU 120.

Certification

I certify that the information given on this form is correct and complete.

Signature _____

It is a serious offence to make a false return.

Date _____

Sheridan Institute for Technology and Advanced Learning

Confidentiality Agreement

Students on Work Study / Placements/ Co-op

I, _____ (print name), agree to treat with confidentiality all information that I come into contact with during my employment/placement and agree not to disclose it to any third party either during my employment/placement, except as may be necessary to perform my duties, or after completion of my employment contract for any reason, except with the written permission of Sheridan Institute of Technology and Advanced Learning.

If for any reason I am required to produce documents related to my employment experiences while at Sheridan Institute of Technology and Advanced Learning on a special assignment agree to provide to the Human Resources Department copies of such Material.

Print Name

Signature

Student Number

Print Witness name

Signature of Witness

Date

Time Sheet

Employee or Student ID:*		Name:*			
Job Code:*		Dept./School:*			
Hourly Rate:*		Account:		%	
Reports to Name:*		Account:		%	

Rehire

Job Begin Date *				Job End Date *			
	<i>Mth</i>	<i>Day</i>	<i>Yr</i>		<i>Mth</i>	<i>Day</i>	<i>Yr</i>

Rehire contract: - By signing, the employee agrees that all previous terms and conditions of employment apply.* The prospective employee also acknowledges the receipt of the summary information regarding their immediate eligibility to join the CAAT Pension Plan on the first date of hire after January 1, 2014.

Employee Signature

Hours of work:		Regularly scheduled hours (same weekly schedule)		Hours vary weekly (Timesheets submitted bi-weekly and pay is two weeks in arrears)
----------------	--	--	--	--

	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	
Month															Total Hours
Day															
# of Hours															

Comments: _____

Prepared by: _____ Date: _____
Printed Name Signature

Authorized by: _____ Date: _____
Printed Name Signature

TERMINATION:	Last day worked				Reason for leaving:	_____	<input type="checkbox"/> Record of Employment requested
		<i>Mth</i>	<i>Day</i>	<i>Yr</i>			

Sheridan

Effective January 1, 2014 O.T.R.F.T. employees are ELIGIBLE to join the CAAT Pension Plan effective the first day of employment

- **O.T.R.F.T. (Other Than Regular Full-Time employee):** This term refers to employees who work part-time hours as well as those who work full-time hours with a predetermined end date of employment.
- **O.T.R.F.T. employees are entitled to join the CAAT Pension Plan;** which is a defined benefit plan. Please visit the Plan's website at (www.caatpension.on.ca) for details to consider before joining. If you wish to join it is your responsibility to review the material on the website and return a completed enrolment form to Human Resources, Trafalgar campus.
- Your pension contributions will be based on a set percentage of your earnings as outlined on the CAAT Pension website. You will become a member of the Plan effective the first day of the pay period after H.R. receives your accurately completed enrolment form.
- You will remain a member of the pension plan until you officially terminate your employment, retire, or pass away. You cannot elect out of the CAAT pension plan once you have joined.
- If you terminate employment before retirement, your membership in the **CAAT Pension Plan continues for 24 months.** The pension proceeds remain with CAAT unless you become employed by another employer with a registered pension plan at which time you have the option of transferring the proceeds into their plan.
- While a member of the Plan, you are required to contribute on all applicable earnings from employment at Sheridan in addition to any other College where you may be employed.
- If you decline enrolment in the pension plan at this time, you may join at a later date subject to the plan provisions provided you are under the age of 71.
- Your pension contributions are tax sheltered and will be reported on your T4 slip.
- A pension statement will be issued annually to provide you with an update of your accrued benefits.

Resources:

CAAT Website: www.caatpension.on.ca

CAAT Information & Enrollment Form found through **Access Sheridan > Human Resource Centre> Benefits> Pension**