

# Payroll Services

## Casual Employee Action and Change Form

This form will not be used for payment.

Note: Employment may not commence before and is conditional upon Financial Services authorization.  
**The Bi-Weekly Time Report or Fixed Remuneration Form must be completed to initiate payment.**  
**All incomplete forms for new hires will be returned to the department. If a change is being made to existing information, please complete only the sections that apply.**

Employee/Student Number:	Last Name:	First Name:
SIN :	Date of Birth (DD-	