

Undergraduate Student Employment Action Form

(For Use with On-Semester, Off-Semester, or Workterm/Internship Undergraduate Employment)

Type of Employment (Please select one):

☐ On-Semester ☐ Off-Semester ☐ Workterm/Internship

Current Memorial Student : Yes ☐ No ☐ If Yes, Student/Banner ID: \_\_\_\_\_

Employee’s Name: \_\_\_\_\_ Department Name: \_\_\_\_\_  
(Last, First, Middle)

Employee Information:

T4 Address:

Street: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: (     ) \_\_\_\_\_ Gender: \_\_\_\_\_ Date of Birth: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
MM DD YYYY

SIN: \_\_\_\_\_ Citizenship \_\_\_\_\_ (where not Canada)

EMERGENCY CONTACT:

NAME (Last, First) \_\_\_\_\_ Telephone: (     ) \_\_\_\_\_

Direct Deposit Information:

☐ Application for Direct Deposit Attached ☐ Already on file

Direct deposit applications must be signed by the student and must be accompanied by either a void cheque or a direct deposit form from their bank. Pay cannot be issued until banking information is received.

Home Org: \_\_\_\_\_ Cheque Org: \_\_\_\_\_

International Information:

For employees with SINs starting with 9, a copy of SIN & VISA documentation is required

☐ Copy of SIN Attached ☐ Copy of VISA attached

SIN Expiry Date : \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ VISA: \_\_\_\_\_ Country: \_\_\_\_\_ VISA Expiry Date : \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
MM DD YYYY MM DD YYYY

Job Details: *\*refer to legend on reverse for descriptions*

Job Begin Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Job End Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Position Number: \_\_\_\_\_  
MM DD YYYY MM DD YYYY

Earnings Code: \_\_\_\_\_ Academic Program (if applicable): \_\_\_\_\_

Timesheet Org: \_\_\_\_\_

Duties:

Complete for On-Semester Employment:

Hourly Rate of Pay: \_\_\_\_\_

(Submit hours via Departmental Time Entry)

Complete for Off-Semester Employment:

Please select one:

Salary Paid: ☐ (If selected, indicate hours per week \_\_\_\_\_)

Hourly Paid: ☐ (If selected, submit hours via Departmental Time Entry)

Rate of Pay: \_\_\_\_\_

Complete for Workterm/Internship Employment:

Term Level: \_\_\_\_\_ Hourly Rate of Pay: \_\_\_\_\_ Hours per Week: \_\_\_\_\_

Job Labour Distribution (Complete for all Student Hires):

Fund	Organization	Account	Program	Activity	Location	Percent
		66005				

COMPLETED BY:

DATE (MM/DD/YYYY)

HR Processing

Processed By: Date

APPROVED BY:

DATE (MM/DD/YYYY)

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## LEGENDS/Additional Information

Undergraduate Students – Hourly Rate Effective April 1, 2025		
Employment Group	Hourly Rate	Earnings Code
Academic/Non-Academic/ISWEP	\$18.65	STU
Lab Demonstrators, Markers, IT Assistants, Student Supervisors, Writing Centre Tutors	\$20.65	STU
MUCEP	\$18.65	CEP

Account Codes	
MUCEP	66005
ISWEP	66007

Work Term/Internship Students – Hourly Rate Effective April 1, 2025				
Work Term/Year of Study	Diploma Program Rate	Undergraduate Rate	Masters Rate	Ph.D Rate
I	\$18.65	\$18.65		
II	\$18.65	\$18.65		
III	\$18.65	\$19.85		
IV	\$18.65	\$21.27		
V	\$19.41	\$22.69		
VI	\$20.62	\$24.11		
Masters			\$24.32	
Ph.D				\$27.10

**Access to Information and Protection of Privacy**

This information being collected is under the authority of the Memorial University Act (RSNL 1990 c M-7) and will be used for human resources administrative purposes only. Questions regarding how the information collected will be used should be directed to 709.864.2434.