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Name:	Payroll Procedures – Casual/Part-time Employment
Policy Number:	6-1004
Origin:	Human Resources
Approved:	1 March 1993
Issuing Authority:	Director, Human Resources
Responsibility:	Director, Human Resources
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Casual employment/part-time refers to any type of employment that is not on a full -time basis. Examples include part-time, casual, temporary, honorarium, residence don, markers, lab demonstrators and research assistants as well as payments made to full-time employees for extra work done not in relation to their full-time duties. However, part-time or overload teaching assignments are excluded from these procedures.

The hiring of casual/part-time employees requires that different procedures be followed depending on the circumstances of the employment. Please refer to the [Human Resources](#) website for detailed information on the competition of forms related to casual/part time employment. (<https://smu.ca/about/hr-and-payroll-forms.html>).

GUEST LECTURERS /HONORARIA

For payment of honoraria to external individuals, please refer to [6-1007 Payroll – External Guest Lecturers /Honoraria](#). For payment of honoraria to internal staff and faculty complete the Fixed Remuneration Form available on the [Human Resources](#) website (<https://smu.ca/about/hr-and-payroll-forms.html>).