



Date of request: _____ Person Requesting Services: _____
 Department: _____ Location: _____ Room Number: _____
 Local: _____ Email: _____
 FAST Account Number: _____ - _____ - 9267

Assignment Details

Date From: _____ to: _____
(subject to CUPE 951 collective agreement)

Time Start: _____ Finish: _____
(must be minimum of 4 hours per day/student casuals minimum 2 hours)

Report to Name & email: _____ Service Pay Band: _____

Please indicate below:

Vacation coverage Illness Special Project Additional Workload

Computer operating system: Windows AppleOS Other: _____

Please indicate required system applications:

Microsoft Office:

Word Excel PowerPoint Access Outlook Publisher

UVic programs:

FAST Banner Cascade FMIS Chrome River

Department must email provision@uvic.ca to arrange access. Once assignment is complete, department must email again to initiate removal of casual employee's access to all appropriate applications (i.e. Banner, FAST, etc)

Other: _____

Please describe general duties & tasks for this assignment:

Special Requests/other information:

Please be advised that a \$500 Finder's Fee will apply for departments who direct appoint from our casual pool into a position within 90 days of their casual assignment start date.