



UNIVERSITY OF TORONTO

Notice of Offer Form (SAP Processing Information)

Full Time	Part Time _____ %	Casual	
Continuing	Sessional	TEMP	Term

Start Date: _____

Term End Date (if applicable): _____

Position Number/Title: _____

Probationary Period (months): _____

Employee Group: _____ OR Trades Group: _____

Pay Information

Salary Level/Classification: _____ Salary/Hourly Rate: _____

Work Schedule & Hours: _____

Employee Information

Name: _____

Address: _____

Source of Funding

<input type="checkbox"/> GL	<input type="checkbox"/> Cost Centre	<input type="checkbox"/> Funds Centre
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Name of Hiring Manager and Title: _____

Department and Division: _____

Name of Authorizer (Print): _____

Authorized Signature: _____