

INSTRUCTIONS:**STUDENT HIRE REQUEST**

1. Faculty/PI completes SECTION 2 (funding details) and SECTION 3 (position details)
2. Faculty/PI emails form to student with cc: fass.finance.ubco@ubc.ca (min. 3 weeks before start date)
3. Student fills out SECTION 1 (personal details) and submits completed form (and study permit, SIN letter, if required) at this link: https://ubc.ca1.qualtrics.com/jfe/form/SV_5i4iPlhwlHsYBhk

SECTION 1	STUDENT EMPLOYEE LEGAL NAME	
	PREFERRED NAME and PRONOUN	
	STUDENT #	
	DOMESTIC or INTERNATIONAL student <i>*international: must provide study permit, SIN letter*</i>	
	EMPLOYEE # (if worked for UBC before)	
	STUDENT SIN (if new UBC employee)	
	STUDENT DATE OF BIRTH	
	UNDERGRADUATE, MA, OR PhD	
	STUDENT EMAIL ADDRESS (personal)	

SECTION 2	FACULTY SUPERVISOR/PI NAME & EMAIL	
	GRANT # IN WORKDAY	
	FUND IN WORKDAY	

SECTION 3	STUDENT POSITION (URA, UAA, GRA, GAA)	
	POSITION START DATE	
	POSITION END DATE	
	HOURLY (timesheets) or MONTHLY (salary)	
	# OF HOURS/WEEK for position	
	RATE OF PAY STUDENT WILL RECEIVE <i>*must be at least minimum wage: \$16.75 / hr*</i>	
	Name of research project/duties & work location (incl. building/room)	

Undergraduate Research/Academic Assistants (URA/UAA):

- Paid hourly, incurs + **14.5%** (10.5% CPP, EHT, EI, WCB, + 4% Vacation)
- Paid monthly (salary), incurs + **10.5%** (CPP, EHT, EI & WCB)

* Example: Faculty member has \$10,000.00 to appoint a URA, paid hourly:

\$10,000.00 - 14.5% benefits (CPP/EHT/EI/WCB/VAC) = \$8,550 available for hourly salary

Graduate Research/Academic Assistant (GRA/GAA):

- GRA Paid monthly **ONLY** (salary), incurs + **.25%** for WCB
- FEL earnings (CPP, EI & Vacation pay not applicable. Only GAA has vacation pay)

* Example: Faculty member has \$10,000.00 to appoint a GRA, paid monthly:

\$10,000.00 - .25% (WCB only) = \$9,975.00 available for salary

GRA: hours may be bound by granting agency. No minimum hours/week, but cannot work more than 35 hours/week (equivalent of 1 FTE).

URA: Maximum 12 hours per week during the academic year.

Note: If the student graduates in April, they can continue the appointment until the end of August.

Recommended rate (min.) based on TA wages per hour; use to calculate monthly salary amounts:

\$21.61 (Undergraduate) | **\$37.87** (MA) | **\$39.30** (PhD)