

UNBC Student Employee Contract

3333 University Way, Prince George, BC, V2N 4Z9

UNBC ID Number: _____ Full Name: _____

Date of Birth (mm/dd/yr): _____ Gender: _____

Social Insurance No: _____ SIN Expiry Date: _____

(Attach Copy if not previously submitted)

(required) for 900 numbers – attach copy of SIN Confirmation with Expiry Date

Program: Graduate Undergrad

1. This is to confirm the offer of temporary employment as checked below. Specific duties of the position will be provided by the supervisor

Status:

- | | | |
|--|---|--|
| <input type="checkbox"/> Student Research Assistant | <input type="checkbox"/> Student General Assistant | <input type="checkbox"/> Student – Other Employment |
| Field Work | Classroom | Bookstore |
| Lab Projects | Lab Prep | Library |
| Survey Research | Marker/Tutor | NSC |

Course(s): _____

2. Wages

You will be paid at a rate of \$ _____ per hour as an hourly employee plus 4% vacation pay. **(Timesheet required)**

or

a total salary of \$ _____ over the term as a salaried employee plus 4% vacation pay.

3. Your employment will commence on _____ and conclude on _____.

4. You will be required to work _____ hours per week (this can be an average for hourly contracts).

5. You will report to (**Supervisor**): _____ in the Program/Department of _____.

6. Will work outside of BC be required? No Yes Location: _____

- Employment requires an active SIN. International students must apply to Service Canada with the original of this contract.
- **Hourly contracts:** You are required to submit time sheets on a bi-weekly basis.
- Your employment may be terminated early if the University deems that your services are no longer required, with compensation as per the Employment Standards Act. You may be terminated for cause without notice or pay in lieu.
- While working under this contract, you will be covered by Canada Pension, Employment Insurance and WCB.
- You will be paid 4% vacation pay in addition to your wage and it will be displayed separately on your pay statement.
- Except where modified in this contract, employment is subject to all University policies governing the employment of students.
- Pay is processed on a biweekly basis **BY DIRECT DEPOSIT** to your personal bank account. By signing below, you agree to be paid by direct deposit and to provide banking information.

If you accept these terms of employment, please sign below.

Student Signature: _____ Date: _____

Supervisor Signature: _____ Title: _____ Date: _____

Budget Holder Signature: _____ Title: _____ Date: _____
(if different than Supervisor)

One Up Signature: _____ Title: _____ Date: _____
(if Supervisor/Budget Holder is the same)

Note: For research start up positions, one of the above signatures must be that of the Chair.

Budget Distribution:

Fund: _____ Org: _____ Account: _____ Prog (opt'l): _____

FINANCE USE ONLY (Required for research funded positions)

Budget Confirmation: _____ Title: _____ Date: _____ 1

- This is a legal and binding contract; please contact Human Resources with any inquiries.
- Pay processing deadline for contracts is each FRIDAY 2 weeks previous to payday. Contracts must be submitted to employmentprocessing@unbc.ca fully completed, signed and on time to avoid delays in pay.
- Students are encouraged to keep a copy of this contract for their records.

To be completed if this is your first contract, or if there are any changes to your information on file in Human Resources

PERSONAL INFORMATION (please print):

Mailing Address

This address is shared with the Registrar's Office for mailing purposes. T4's will be sent to this location unless otherwise notified.

Apt/Street: _____ Phone: _____

City: _____ Prov: _____

Postal Code: _____ Email: _____

Emergency Contact Name: _____

This information is shared with the Registrar's Office

Emergency Contact Phone: (daytime) _____ (evenings) _____

Relationship to Yourself: _____

1. Citizenship: _____

Are you presently entitled to work in Canada in this type of employment? Yes No

2. Do you currently hold another position at the University? Yes No

If yes, print Supervisor's Name & Dept. /Program: _____

PAY STATEMENTS:

Bi-weekly pay statements at UNBC are provided electronically through Employee Web services.

To access the Employee Web, go to the UNBC home page at www.unbc.ca, click on **Login** and then click on **Employee Online Services**. Use your student ID and PIN.

DIRECT DEPOSIT INFORMATION

Please attach a void cheque or bank issued account information if this is your first contract, or if there are any changes to your information on file in Human Resources. Biweekly pay will be processed by Direct Deposit to your personal bank account.

Please attach a void cheque or bank issued information