

UNBC Student Employee Hiring Instructions

The attached form is used for the hiring of all student employees except for Graduate Teaching Assistants. Please contact Human Resources for information on hiring Graduate TA's. For information on hiring non-student research support personnel please see www.unbc.ca/human-resources

There are three categories of student employees:

Student – General Assistants

- Engaged as classroom assistants, in lab preparation, as markers, etc.
- Paid salaried or hourly (all hourly employees must submit timesheets)
- Funded out of the General Operating Fund (10100) and the appropriate School/Program or College Org
- Signed off by the appropriate Chair (Program funded) or Dean (College funded)
- Signed off with a “one-up” signature when **Supervisor & Budget Holder are the same**

Student – Research Assistants

- Engaged in field work, lab projects, survey research, etc.
- Paid salaried or hourly (all hourly employees must submit timesheets)
- **Funded out of a Research Fund** and the appropriate Program Org
- Signed off by the Chair for research start-up funded positions
- Signed off with a “one-up” signature when Supervisor & Budget Holder are the same
- Signed off by the Vice President Research when the Chair is the Supervisor & Budget Holder
- Signed off by Finance for budget confirmation

Student – Other Employment

- Engaged to work in the bookstore, library, gym, etc.
- Paid salaried or hourly (all hourly employees must submit timesheets)
- Funded out of the General Operating Fund (10100) and the appropriate Program or Department Org
- Signed off by the appropriate Ancillary Department (Manager/Director)

Contract Deadline: Contracts must be received in HR by Friday two weeks prior to payday with ALL supporting documents to avoid a delay in pay.

Note that once completed, the attached form is a legal and binding contract.



Note for International Students:

An active Social Insurance Number is necessary to work in Canada. In order to apply or renew the expiry date, students must apply to the Prince George Service Canada Office with the original copy of the contract. **Students with a Social Insurance Number beginning with a 9 must attach a copy of their confirmation letter provided by Service Canada to their Student Employment Contract before it is submitted to Human Resources for processing. Until a SIN/expiry date is provided, the contract is not complete for pay processing.**

For more info and applications, visit the Service Canada website at <http://www.servicecanada.gc.ca/en/sc/sin/>

For specific questions related to funding and budgeting student employee costs, please contact Finance at 26534 (Research) or 26709 (Gen Oper/Ancillary). **Note that student wages cannot be paid out of Professional Development Funds.**

For payroll-related questions please contact the Payroll Office at 25586. Note that time sheets must include the following information to be processed: Fund/Org, Pay Rate, Student ID and Supervisor's phone number.

Incomplete or incorrect coding on time sheets will be returned, resulting in delayed payment.

Timesheet Deadline: Timesheets must be received in Payroll by the Friday prior to payday to avoid delays in pay.

EMPLOYER CONTRIBUTIONS COSTS (based on 2023 rates):

General Assistants and Student–Other are budgeted out of an operating fund (10100,11500 etc.). As employer contribution costs are built into the operating fund budget on top of regular wages they do not need to be added to your costs. However, when hiring a student research assistant, the following **additional** costs must be added to your budgeted amount of pay to establish the total cost of labour. ***These benefits are calculated over and above the salary or hourly pay rates and should not be included into the rate/salary that you offer the research assistant:***

Canada Pension Plan (CPP)	5.95%	Statutory Holiday Pay	<u>5.0%</u>
Employment Insurance (EI)	2.28%	(for hourly employees, add this)	
Workers Compensation (WCB)	0.31%	Total (for hourly research assistants)	15.49%
Employer Health Tax (EHT)	1.95%		
Total (for salaried research assistants)	10.49%		

REFER TO COSTING WORKSHEET

WAGES effective June 1, 2023:

- Minimum wage in BC is **\$16.75** per hour effective June 1, 2023 (**plus 4% vacation pay**). Salaried contracts also fall within this regulation; the total salary, contract dates and scheduled hours must not calculate to less than \$16.75/hour. Contact HR if you have any questions.
- 4% vacation pay (vacation pay is different than Stat Holiday Pay) is added to the student's salary or hourly wage, and will be shown separately on the student's pay statement.
- Employment Insurance Regulations state that you must report the actual number of hours worked. Failure to do so may result in the individual being under - or possibly over - insured for Unemployment Insurance Benefits. If you are unable to predict the actual number of hours worked, consider hiring your student employee on an hourly basis.

OVERTIME AND STATUTORY HOLIDAYS:

- Any hours over 8 hours/day or 40 hours/week must, by law, be paid overtime rates. It is important that you are aware of all employment your student has at the University since overtime will be assessed if the sum of all hours worked exceeds the maximum. Hiring supervisors must communicate with each other to prevent overtime wherever possible.
- Salaried and hourly student employees who work on a statutory holiday will be paid at an hourly rate of time-and-a-half for the first 12 hours worked and double-time for any work over 12 hours. Student employees should seek approval from their supervisor before working on a statutory holiday.
- Hourly Student employees: 5.0% statutory holiday pay is paid in addition to regular pay on every bi-weekly pay.

MINIMUM HOURS:

- Post-secondary students who are enrolled at the university and employed by the university **do not** have to work a minimum number of hours per Section 43 of the *Employment Standards Act*.

TAX FORMS:

If you are a new student employee or if it has been more than 12 months since you submitted updated tax forms then a TD1 form (Personal Tax Credits Return) and TD1BC form (British Columbia Personal Tax Credits Return) must be completed and submitted with contract:

1. Complete page 1 according to your eligible deductions and sign the form. *(If you put "0" in the Total Claim Amount box, this indicates you have no tax credits to claim and you will be taxed at the highest rate for your tax bracket.)*
2. **NOTE:** If you are a Canadian Resident and you will be making less gross income than your total tax credits, you may claim EXEMPT, and tax will not be deducted from your pay. To indicate your exemption status, indicate so on the back page of both forms. If you claim exempt status, please complete a tax form for each calendar year

For more information: Canada Customs & Revenue Site <http://www.cra-arc.gc.ca>

TD1/TD1BC Forms http://www.cra-arc.gc.ca/menu/AFAF_T_TD-e.html#ti

Forms are available at: <http://www.unbc.ca/human-resources/tax-information>

WORKING OUTSIDE OF BC:

Any students who will be working outside of BC for part or the entire duration of their student contract must contact the Risk & Safety Office at 960-5020. This information is required so that the student can be properly registered with WCB in the jurisdiction they may be working.

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. Student contracts will be returned if they are missing this information as they cannot be processed without banking information. **To avoid a delay in pay attached to submitted contract.**

INFORMATION INQUIRIES:

- For questions regarding:
- Personal information changes (name, address etc.) HR Assistants (250) 960-5521
hr@unbc.ca

 - Timesheets Payroll Office (250) 960-5586
 - Payroll deductions payroll@unbc.ca
 - Records of Employment
 - Direct deposit changes
 - General pay information

 - Student Contract Submissions/Inquiries Processing Coordinators (250) 960-5646
employmentprocessing@unbc.ca