

## TRAC RA- Student Research Assistant

To hire a Student RA (research assistant) and ensure they are paid correctly and on time, the following procedure must be adhered to:

To be able to work and be paid in Canada all employed workers must have a valid SIN card (social insurance number) and in certain cases a valid work permit. If you are hiring an international student as an RA we suggest you first consult the government website:

<http://www.servicecanada.gc.ca/eng/sin/apply/proof.shtml>

Information can also be found on Concordia's International Student Office website:

<http://supportservices.concordia.ca/iso/workingincanada/>

1. You must complete the form entitled **Student Research Assistant (TRAC-RA)** electronically (rather than completing in handwritten format which often is hard to read and can result in errors), then print and complete with original signatures and submit to HR Shared Services (FB 1130). Please use the electronic version located in the **HR forms** section of the HR website, under the Research Personnel tab. It is important to only use the form that is on the HR site as RA's are governed by a collective agreement and so must be paid a certain minimum salary.
2. Please note any incomplete forms or forms that do not come from the HR site will be returned to the originator which will result in delays getting the RA on payroll.
3. Personal Information section
  - All sections must be completed
  - If the RA is a returning employee, indicate their employee ID on the form and the form will fill in the SIN field with zeros by pressing the button on the right (for confidentiality as their data is already in the HRIS). The SIN field must be completed **ONLY** in the case where the RA does not have an employee ID.
  - Student ID's must be indicated as well. If the RA is not a student they are not a member of TRAC and so this process does not apply.
4. Position Information section
  - The fields requiring completion are Department, Academic level (in progress) and Duties.
  - Department and Academic level - both have drop down menu options from which to select.
  - For Duties please provide a short summary
5. Periods of Employment
  - Complete Start and End dates
  - You will be prompted to complete by year/month/date by using the following format : **yyyy/mm/dd**
  - The form will self- generate the Number of pay period fields
6. Salary information
  - Complete the Total Value for the Period Field
  - Fill in the Total number of Contract Hours field by indicating the hours for the contract duration

- The field “Is this a work–study position approved by Financial Aid and Awards” will default to NO, if the answer is YES please complete
  - Banner GL Account, Account Code, grantees name (printed) as well as the percentage (%) distribution must be filled in. When form printed the Grantee must sign their name in this section.
  - The remaining fields in this section will be generated based on your answers above
7. Signatures- The RA must sign, as must the principle investigator and a second level signature that of the responsible Dean is required as well.
  8. Once fully completed with required signatures please remit in sealed confidential envelope to HR Shared Services or have it hand delivered to the receptionist at FB 11<sup>th</sup> floor, suite 1130 to the attention of Payroll.
  9. Student RA is to be provided with the union membership form found at: <http://www.concordia.ca/hr/relations/agreements/> click on TRAC-RA. Download union membership form for completion and signing by the student. The PI must remit original to the union at the address indicated at the bottom of the form.
  10. **NB-** the current collective agreement for RA’s is the one for 2012-2013 years as negotiations are ongoing but until settled the current agreement and rates remain in force. This means however that salaries will be adjusted to any new rates once new agreements are settled. Therefore you should set aside some money so that any needed adjustments can be made and paid for out of your research funds once the new agreement comes into effect. **The research fund and not the University are liable for the payment of any salary adjustments required when the new collective agreements come into force.**