**Hiring process for graduate research assistant GRA**

**GRA:** Conducts research that is an integral part of the student’s graduate studies program.

Faculty should initiate the appointment **in advance of the start date** by completing this hiring form below and sending it to their senior department administrator.

GRA Earnings type is 100% Fellowship FEL (subject to income tax and WCB (percentage changes annually) but not CPP, EI or vacation pay). GRAhours may be bound by granting agency.

There are no minimum hours/week, but students cannot work more than 35 hours/week (equivalent of 1 FTE). This 35 hour total includes other university obligations. Typically, an RA limit might work 12 hours/week during the term; in the summer, 20 hours/week. GRAs must be hired as monthly salaried positions.

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

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| **Student Employee Name:** |  |
| **SIN and DOB if new employee to UBC:** |  |
| **MA or PhD:** |  |
| **Domestic or International student:** |  |
| **Student #** |  |
| **Employee # if worked for UBC:** |  |
| **Student email address:** |  |
| **Research project description:** |  |
| **Start Date:** |  |
| **End Date:** |  |
| **Monthly Salary Amount:**  Recommended salary (based on GTA wages) $32.00 (MA)/ $35.00 (PhD) per hour used to calculate your monthly amounts  **Note: additional funds will be charged against your grant for WCB benefits. Please adjust the rate of pay to allow for the WCB benefit charges.** *Example: Faculty member has $10,000.00 to appoint a GRA, paid monthly:*  *$10,000.00 - .24% (WCB only) = $9,976.06 available for salary*  \***Note: WCB effective Jan 2021 is now .24%** |  |
| **Grant number:**  in Workday PI \*please ensure research grants are active for duration of appointment and there are sufficient funds available |  |
| **Faculty supervisor name or PI grant:** |  |