



**HANDBOOK FOR  
HIRING RESEARCH  
PROJECT PERSONNEL**

**TRENT**   
UNIVERSITY

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## INTRODUCTION

This handbook has been created to assist Principal Investigators in finding answers to general questions they may have and to familiarize them with the University's hiring processes and approach to human resources related issues. This handbook is intended to ensure that the University's Principal Investigators are aware of their responsibilities in regard to hiring and employing all research personnel and are appropriately assumed and carried out. Principal Investigators are advised to carefully read and keep a copy of this guide for their records.

This guide is only intended to provide a general overview of information regarding human resources issues. The University has the right to change any information set out in this guide, without consulting, obtaining agreement, or providing with notice of any kind to employees.

For questions regarding an employee's personal employment situation or Trent University employee practices that are not addressed in this handbook, contact Department of [Human Resources](#) at (705) 748-1460.

## DEFINITIONS

### **Research Project Personnel:**

Research project personnel refers to individuals who participate, on a temporary basis, in funded and unfunded research at Trent University. Research project personnel are individuals whose remuneration comes from one of the following sources:

- Grants from an agency, external to the University given to a researcher or group of researchers for the purpose of supporting research-related activities.
- Grants given by the University for the purpose of conducting academic research.
- Contracts entered into by the University for the performance of research with specific deliverables.
- Philanthropic donations received from a donor in support of research activities.
- Principal Investigators' research discretionary funds, resulting from residual funds or overhead revenue, held in a research account for the purpose of supporting research-related activities.

### **Definitions and Terms**

There are three categories for research personnel:

- Professional Research Project Personnel,
- Technical and Administrative Personnel, &
- Student Research Personnel.

POSITION TITLE	POSITION DEFINITION	SUGGESTED WAGE RATE*	TEMPLATES + FORMS
PROFESSIONAL RESEARCH PROJECT PERSONNEL			
<b>Post-Doctoral Fellow</b>	Temporary appointment that is supported by a fellowship, traineeship or equivalent support for studies at the postdoctoral level. The appointee must be pursuing a program of research and/or training under the supervision of a permanent Trent faculty member. The appointee has the freedom, and is expected, to publish the results of their research and scholarship during the period of the appointment with acknowledgement to Trent University. The appointee has the endorsement of a permanent Trent faculty member, of the department/program Chair, and of the Vice-President Research and Innovation.	\$23.35/h – \$36.55/h	<a href="#">Post-Doctoral Fellow</a> <a href="#">Post-Doctoral Fellow Application Form.</a>
<b>Research Associate</b>	A professional that may be responsible for data analysis, literature reviews, interpreting and writing research findings, and creating/editing and mobilizing communications on research findings to make these accessible to relevant stakeholders in the academic community. The role may include development and delivery of presentations, webinars and workshops in addition to written papers and other pieces to mobilize knowledge for practitioners.	\$30.41/h - \$35.25/h	<a href="#">Research Associate</a>
<b>Visiting Scholar</b>	Is a scholar or researcher holding a doctorate who wishes to pursue independent research or advanced study at Trent and is supported by an external research grant, fellowship or equivalent support, including research leave from their home institution. A Visiting Scholar is distinguished from a Post-Doctoral Fellow in that they are not officially enrolled as students, nor are they employees of Trent University, but are receiving research training or are research peers of Trent University faculty and are often visiting from other universities and institutions.	NA	<a href="#">Visiting Scholar Application Form.</a> <a href="#">Policy on Post-Doctoral Fellows and Visiting Scholars</a>
<b>Research Scientist</b>	Individuals with advanced training, experience and degrees (normally PhD or an equivalent degree in the field in which the research is to be carried out) who carry out research in collaboration with, or under the supervision of a Trent faculty member. Research Scientists have an established record of competence in their field of specialization, beyond the level of a Post-Doctoral Fellow. Research Scientists may: design and execute research activities, assist in the preparation of funding proposals and the submission and completion of progress/final reports, co-author or author research results.	\$35.25/h - \$41.42/h	<a href="#">Research Scientist</a>
TECHNICAL AND ADMINISTRATIVE PERSONNEL			

<b>Research Technician</b>	Individuals with specialized skills who provide technical expertise to Trent University research projects, as well as maintenance of scientific equipment. In some instances, Research Technicians may perform some academic support duties such as demonstrating or monitoring of laboratory activities. Research Technicians are contracted for a specific period of time, normally linked to the terms of the project funding.	\$33.04/h - \$38.20/h	<a href="#">Research Technician</a>
<b>Field Technician</b>	Individuals with specialized skills who provide technical expertise to Trent University research projects. Duties include but are not limited to performing lab or field tests by setting up necessary equipment and recording data during experiments.	\$32.52/h - \$38.20/h	<a href="#">Field Technician</a>
<b>Technical Staff</b>	Responsible for the management of day-to-day administrative activities which include but are not limited to purchasing of lab materials, liaising with University Research Staff and maintenance of scientific equipment. Technical staff assist Principal Investigators with lab analyses, grant writing and/or data analyses as required.	\$30.00/h - \$35.25/h	<a href="#">Technical Staff</a>
<b>Administrative Personnel</b>	Individuals who provide managerial and/or clerical administrative support to Trent University research projects and activities. Duties include, but are not limited to, data management, assisting in the preparation of funding proposals, managing research accounts, coordinating the timely submission of progress and final reports.	\$27.70/h - \$32.52/h	<a href="#">Administrative Personnel</a>
<b>Operations Coordinator</b>	Individual that is responsible for managing daily operations of research projects, ensuring that all aspects of research protocols are adhered to.	\$27.70/h - \$32.52/h	<a href="#">Operations Coordinator</a>
<b>Project Coordinator</b>	Individual who is responsible for general coordination of project, training and coordination of students (RAs, volunteers, practicum), attendance at research meetings, report writing under the supervision of the Principal Investigators, research protocol adherence.	\$27.70/h - \$32.52/h	<a href="#">Project Coordinator</a>
<b>STUDENT RESEARCH PERSONNEL</b>			
<b>Research Assistant</b>	Undergraduate or graduate students hired to assist Principal Investigators by carrying out tasks associated with research projects or activities.	Undergraduate Student \$16.55/h – \$17.40/h	<a href="#">Research Assistant</a>
<b>Research Assistant</b>	Research Assistants may perform a variety of task including data acquisition or collection, literature searches, compilation of data, processing, entry and analysis.	Graduate Student \$17.40/h – \$23.35/h	<a href="#">Research Assistant</a>

<b>Graduate Research Fellowship</b>	Graduate students who are paid via a grant or contract to work on their thesis which is part of the research program of the graduate supervisor's grant. This source of money is treated as a scholarship for income tax purposes. Fellowship minima or maxima are set by some granting agencies. In addition, graduate programs stipulate specific fellowship levels. Professors must abide by the minima and maxima specified by the funding source.	Refer to Graduate Studies	Refer to Graduate Studies
<b>Research Award Recipient</b>	Student who has received an award directly from an agency or organization, e.g., NSERC, to conduct research under the supervision of a faculty Principal Investigator. Examples of these awards are NSERC Undergraduate Student Research Awards or NSERC Canada Graduate Scholarship – Doctoral awards.	NA	NA

**\*Note:** Mandatory employer-paid benefits are required beyond suggested wage rates. An additional 15.42% should be considered for CPP, EI, EHT, etc.

### RESPONSIBILITY OF THE PRINCIPAL INVESTIGATOR

By undertaking to hire personnel to assist in research activities, you become a “supervisor/manager”, and are responsible to apply proper employment standards in accordance with legislation and University policy. Once an offer of employment has been made, the Principal Investigator must comply with the:

- Ministry of Labour's Occupational Health and Safety Act.
- Ontario Workers' Compensation Act.
- Ontario Ministry of Labour Employment Standards Act.
- Applicable University policies located on the [Policy Library website](#).

It is the responsibility of the University and the Principal Investigator to provide a safe working environment to employed personnel.

Should you require additional assistance in regard to understanding any aspects of legislation, policy, or procedure, it is your responsibility to obtain guidance from the appropriate administrative office. If you have questions specifically related to your grant, please contact the [Office of Research and Innovation](#).

### HARRASSMENT/DISCRIMINATION

Trent University is firmly committed to ensuring awareness of rights and responsibilities under the Discrimination and Harassment Policy and to the goal of eliminating discriminatory barriers. The University is committed to the promotion of free inquiry and expression free of discrimination and harassment. The University strives to provide a working, learning and on-campus residential environment supportive of study, scholarship, teaching, and research.

- Harassment is defined as a vexatious comment or conduct based on ground that is unwelcomed.

- A single egregious incident may constitute harassment.
- Discrimination is defined as any form of unequal treatment based on one of more prohibited grounds, whether imposing extra burdens or denying benefits.
  - The *Ontario Human Rights Code* recognizes that equity initiatives are not considered discriminatory.

Members of the Trent University community are also protected against discrimination and harassment due to association or relationship with a person identified by one of the protected grounds, as well as due to the perception that a protected ground applies (for example, perception that a person has a mental disability).

You are required to review the policy to determine your possible roles within it and provide the link to the policy or a hard copy of the policy to your research employees.

## RECRUITMENT AND SELECTION / CONFLICT OF INTEREST

The hiring of employees will be based on a fair and equitable recruitment and selection process, consistent with related University policies, procedures, and current employment legislation: such as the Ontario Human Rights Code, the Employment Standards Act and Employment Equity.

Trent provides equal treatment with respect to employment without discrimination because of age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status, gender identity, gender expression, record of offences, sex, and sexual orientation.

### Conflict of Interest Policy

- Employees (including student employees) acting on behalf of Trent University or carrying out their university duties and responsibilities, and students serving on University committees or bodies are obliged to place the interests of the University ahead of their personal interests.
- No employee or student shall engage in activities which create for him or her a conflict of interest as defined in the [Conflict of Interest Policy](#).
- Employees shall disclose to their immediate supervisors (or to VP Research & Innovation in the case of conflicts involving research) all conflicts of interest or potential conflicts of interest when these arise.
- Students shall disclose conflicts of interest to their committee chair when they arise.
- Failure to comply with this policy constitutes misconduct and will result in appropriate disciplinary action.
- [Employment of Relatives Policy](#).

### Hiring Process

1. Create Budget- in addition to the hourly wage or salary, researchers must include 11% for non-discretionary benefits (Employment Insurance, Canada Pension Plan, Worker's Compensation and Employer's Health Tax) and 4% or 6% vacation pay<sup>1</sup>. Please be

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<sup>1</sup> Eligibility explained below

aware some grants will not cover mandatory benefit costs. Please contact the [Office of Research and Innovation](#) to ensure cost coverage.

2. Determine what classification of research project personnel is required. For assistance in determining what classification is required, as well as assistance with a suitable salary, please refer to the Rates of Pay section in this handbook.
3. Prepare a position/job description (update or create the position description). [The Centre of Human Rights, Equity & Accessibility \(CHREA\)](#) can assist you with creating inclusive job descriptions. At a minimum, all postings are required to have Trent's Equity and Accommodation statement:

*Trent University is actively committed to creating a diverse and inclusive campus community and encourages applications from all qualified candidates. Trent University offers accommodation for applicants with disabilities in its recruitment processes. If you require accommodation during the recruitment process or require an accessible version of a document/publication, please contact XXX (supervisor/department contact).*

4. Advertise where appropriate/required. Contact [Human Resources](#) for recommendations and/or support with advertising.
5. Select candidate. Please consult [Human Resources](#) if you require assistance formulating a selection process (e.g. interviews, testing, etc.).
6. Complete [Research Personnel Employment Record Form](#) and attach banking information and both the [Federal and Provincial Tax Forms](#), and an up to date CV or Resume. If you are wishing to extend an already existing contract, please complete the [Research Personnel Amendment Form](#).
7. Forward all payroll forms to the Office of Research and Innovation (Suite 344- Gzowski College) or [Research Finance](#).

Post-Doctoral Application Forms and Visiting Scholar Application Forms should be sent to [Office of Research and Innovation](#).

If you have any questions concerning this form or the procedures which should be followed to ensure that individuals are paid promptly, please contact the [Office of Research and Innovation](#).

## EMPLOYEE ARRIVAL

Please refer to the [Manager's Checklist for Onboarding New Employees](#).

## IMMIGRATION- HIRING A FOREIGN POSTDOCTORAL FELLOW

Foreign Postdoctoral Fellows are exempt from the Labour Market Impact Assessment (LMIA). For a foreign PDF to receive necessary permits to work in Canada, the employer must pay a \$230 fee for each work permit, including renewals. In addition to this fee, the employer must also submit an "Offer of Employment" to Citizenship and Immigration Canada (CIC) which will in turn, provide to the foreign hire an "Offer of Employment" reference number.

There are other processes available for high skilled workers depending on their country of origin and immigration status. Applicants and employees should review the [CIC website](#) and consult an immigration consultant should they need assistance in obtaining a work permit.

These steps are important to note because employers are subject to inspections by the CIC, and those that are found non-compliant could be faced with fees, bans from hiring internationally, and potentially a criminal investigations and persecution.

### **Faculty Responsibilities**

Initiating a request for hiring a Postdoctoral Fellow requires the Postdoctoral Fellow Application Form to be completed by the PDF and the faculty member, a letter of support from the Program Chair, an academic CV, and a Research Personnel Hiring form, for approval by the VPRI.

- Filling out the [Postdoctoral Fellow Application Form](#) and submitting it to [Office of Research and Innovation](#).
- Paying the \$230 employment offer fee.
- Making sure that the Office of Research and Innovation is aware of any changes to the Postdoctoral Fellow information (including hours of work). The Office of Research and Innovation and CIC need to be notified if there are changes to hours of work, wages, other positions, etc.
- Completing the payroll information for the Fellow.
- Negotiating Space Contract for the Fellow.
- Provide the Fellow with the CIC reference number that will be provided by the Office of Research and Innovation.

Due to variability in the visa application and approval process, Supervisors are asked to include a significant lead time when submitting documentation prior to the start of employment. Postdoctoral Fellows should not make any travel plans prior to receiving their visa approval.

### **Office of Research and Innovation Responsibilities:**

- File the "Offer of Employment" through the CIC Website, once the necessary forms have been submitted by the fellows supervisor.
- Assist the Postdoctoral Fellow, once they have arrived, with:
  - Finding local sources of funding and grants, and
  - Filling out applications for awards.

Should you have any questions regarding hiring a foreign worker who does not fall into this category, please contact [Dana Large](#) in Human Resources.

## **RATES OF PAY**

**Equal pay for equal work** applies when there is "equal work" meaning the employees perform **substantially the same kind of work** in the **same establishment**, the work requires **substantially the same skill, effort and responsibility** and is performed under **similar working conditions**. All of these conditions must be met for equal pay for equal work to be required. A part time/ casual/ contracted employee cannot make less than their fulltime counterpart based on their employment status. Allowable differences in pay include: Seniority, Merit, Earnings based on production.

Suggested rates of pay can be found in [Definitions](#).

Please ensure as students progress through their studies (BA, BSc, MA, MSc, PhD) that you are submitting a [Research Personnel Amendment Form](#). Please contact the Research Finance for the budget number/object code as they change per the students' status (BA, MA, POST DOC).

## BENEFITS

Please contact [Carley Brook](#) for any questions concerning benefits, including coverage, cost, eligibility, etc.

### Non-Discretionary Benefits

In addition to the hourly wage or salary, researchers must include 11.42% for non-discretionary benefits (Employment Insurance, Canada Pension Plan, Worker's Compensation and Employer's Health Tax) and 4% or 6% (in the case of an employee with greater than 5 years of university service) vacation pay.

### Discretionary Benefits

Research personnel who hold a minimum of a one-year full-time appointment are also eligible for insured benefits (semi-private, dental, and extended health). Graduate students are not considered full-time employees but are considered temporary employees hired on a per term basis, and therefore are not eligible for these insured benefits. If they are registered as full-time students, they will be billed the premium for student health insurance on their tuition fee statement. Costs of discretionary benefits will be borne by the researcher (subject to eligibility of expense) or the individual to be hired. All discretionary benefits must be coordinated through the Benefits Office in the Department of [Human Resources](#). Postdoctoral Fellows who are paid directly by an agency or contractor are not eligible to receive discretionary benefits through Trent University.

**Note:** In most instances grants and contracts will not pay benefits beyond CPP, EI and other legislated benefits.

## MANDATORY TRAINING

An understanding of worker's rights and responsibilities under the Occupational Health and Safety Act (OHSA) is integral to a safe workplace. Principal Investigators are to ensure all new employees are provided with this training as part of their job orientation.

All employees are required by the Occupational Health and Safety Act (OHSA) to complete the following training within one week of commencing employment:

- **Health and Safety Orientation for Workers**  
*New employees must review the module and complete the quiz in order to receive a completion for this training course.*
- **Health and Safety Worker Awareness** training module

*Based on the new employee's role at Trent, please view the applicable "Worker" or "Supervisor" training in the Ministry of Labour folder and complete the related quiz. You must complete and pass the applicable "Worker" or "Supervisor" quiz to receive a completion credit for the training course.*

- **Workplace Violence and Harassment** training module  
*New employees must review the module and complete the quiz to receive a completion for this training course.*

Human Rights and AODA, WHMIS, and Privacy Training must also be completed within one week of commencing employment.

Please refer to the [Training Instructions on the H&S website](#) where you can find instructions to access mandatory training through Blackboard (MyTrent Learning System). If your employee has previously completed any of the above training elsewhere, please have them show you their certificates of completion and forward a copy to [Health & Safety](#).

For further information please refer to the Welcome to Trent section of the [Human Resources](#) website.

Additional training that might be applicable:

- Science Safety Course
- WHMIS
- Human Subject Research – TCPS II Online Tutorial
- Animal Care Course
- Biosafety and Radiation Safety Training
- Training specific to equipment operation (i.e. use of university vehicles)

Please contact the [Office of Research and Innovation](#) if you are unsure of what additional training might be required of your employee.

## ACCIDENT/INCIDENT REPORTING

- Report the injury/accident to your **immediate supervisor** who will complete a [Supervisor Incident Report](#);
- Report the injury to your research contact/compliance officer.
- Report the injury/accident to [Health & Safety](#). If you are reporting an incident/injury outside of office hours, please contact **Campus Security** at (705) 748-1333.
- The Workplace Safety and Insurance Board (WSIB) requires a written injury report within seven calendar days of any work-related injury that results in medical attention (anything beyond first aid), lost time (beyond the day of injury) or a reduction of pay.
- Injuries should be reported to [Human Resources](#) as soon as possible and no **later than 48 hours after the injury**. Human Resources will complete and submit the required reports to the WSIB.
- The WSIB levies \$250 fines for late reporting and more substantial fines may apply for injuries that are not reported. These fees may be charged to the employing department, where appropriate.
- Supervisors should ensure that staff understand these reporting procedures and are to let you know immediately of any work-related injuries.

- Each Department should also post a copy of the WSIB poster, “[In Case of Injury at Work](#)”. Copies of this poster are available from [Human Resources](#).

## MANDATORY EMPLOYMENT ACCOMODATION POLICY

Accommodation is an adaptation or adjustment made to enable a person with a disability to perform the essential duties or requirements of the position. The requirement, qualification or factor must be reasonable and bona-fide in the circumstances. Accommodation may include, but is not limited to:

- Human support services such as sign language interpreters, readers, etc.
- Technical aids and assistive devices
- Workstation and/or office modifications
- Job redesign
- Flexible or alternative work schedules
- Temporary re-assignments

Within the guidelines of the Ontario Human Rights Code and up to the point of undue hardship, the University is committed to accommodating its employees and job applicants upon request.

The [Trent Accommodation for Employees with Disabilities](#) policy applies to any Trent employee with a disability, and to job applicants who may require accommodation during the selection process at Trent. Please be aware of your responsibilities as Supervisor under this policy. Please contact [Human Resources](#) if you require assistance accommodating a job applicant or if your employee has requested an accommodation. In the case of workplace injury/accident, the process of employee accommodation is managed by the Environmental Health & Safety Officer and the Workplace Safety Insurance Board (WSIB).

## ISSUE RESOLUTION

Whenever conflicts arise, employees of Trent University are encouraged to deal directly with the other person(s) who are involved to respectfully engage in dialogue to achieve resolution.

Trent University has established resources and a process to facilitate achieving a respectful workplace to foster clear communication and candor, facilitate respectful interactions and yield solutions of mutual agreement.

The [Discrimination and Harassment, Policy & Procedures, Sexual Violence](#), and [Violence and Harassment, Policy & Procedures](#) outlined on the Trent University website will assist you further.

## HOURS OF WORK

A full-time, regular position at Trent University consists of a 35-hour working week (1,820 hours per year) or 40-hours a week (2,080 hours per year). Hours of work may vary depending on the expectations of the research personnel hired.

A regular workday is seven hours a day or eight hours a day. An employer and an employee can agree in writing that the employee will work more than:

- Eight hours a day or the established regular workday if it is longer than eight hours
- 48 hours a week

**Please note:** Any hours after 44 hours per week must be paid at the overtime pay rate.

## Overtime Pay

Overtime pay is 1½ times the employee's regular rate of pay (this is often called "time and a half") for any hours worked greater than 44 hours per week.

## REST PERIODS

### Eating Periods

An employee must not work for more than five hours in a row without getting a 30-minute eating period (meal break) free from work. Meal breaks are unpaid unless the employee's employment contract requires payment. Even if the employer pays for meal breaks, the employee must be free from work for the time to be considered a meal break.

### Breaks Other Than Eating Periods

Employers are required to provide employees with eating periods as described above. Employers do not have to give employees "coffee" breaks or any other kind of break.

### Overtime

For further information regarding hours of work and the Employment Standards Act please visit the [Guide to the Employment Standards Act](#).

**Note:** Meal breaks, whether paid or unpaid, are not considered hours of work, and are not counted toward overtime.

## VACATION ENTITLEMENT

- Employees with less than 5 years of accumulated University service receive 4% vacation added to each pay
- Employees with greater than 5 years of accumulated University service receive 6% vacation added to each pay
- Employees will receive **Public Holiday Pay** for the following days. If an employee is required to work on any of these days, a substitute day must be provided, and a written record of the substitute day must be provided to the employee.
  - New Year's Day
  - Family Day
  - Good Friday
  - Victoria Day
  - Canada Day
  - Civic Holiday
  - Labour Day
  - Thanksgiving Day
  - Christmas Day
  - Boxing Day

## LEAVES OF ABSENCE

If your employee is requesting a leave of absence for any reason, including a protected leave under employment standards, please contact your project officer in the Office of Research and Innovation, or [Human Resources](#) before processing this request.

## TERMINATION

In the event that the University terminates your employment we will provide all your entitlements as required under the Employment Standards Act, 2000. Upon receipt of the entitlements in accordance with the Employment Standards Act, 2000, no further amounts shall be due and payable to you for wages, notice or severance under the common law. Upon the termination of your employment, you agree to promptly return to the University all of the materials belonging to the University in your possession.

Upon receipt of the entitlements in accordance with the Employment Standards Act, 2000, no further amounts shall be due and payable to the employee, whether under statute or common law.

Upon the termination of employment, the employee must agree to promptly return to the University all the materials belonging to the University in their possession.

## RESIGNATION

Employees may terminate their employment at any time by giving the University two weeks' prior written notice (or at any time with written mutual agreement between the parties).

Please forward all employee resignations to [Human Resources](#) and [Payroll](#).

## APPENDIX A

The [Research Personnel Application](#) form must be completed and submitted to [Research Finance](#).

**APPENDIX B**

Trent University  
Office of Research

**RESEARCH PERSONNEL  
EMPLOYMENT RECORD FORM- Part II**

*To be completed by supervisor*

Please identify source of funding:  
 SSHRC  NSERC  CHR  Other: Please identify: \_\_\_\_\_  
 Grant/Funding Award Period: \_\_\_\_\_  
 Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
 Grant/Agreement Reference Number: \_\_\_\_\_

Title of Grant/Agreement as it appears on award notice: \_\_\_\_\_

**Appointed Position:**  
 Post Doctoral Fellow  Technical Staff  Administrative Support  Research Assistant   
 Other  please specify: \_\_\_\_\_

**\*No up-to-date curriculum vitae or resume MUST be submitted with this employment record form**

Position Description: Describe the duties for this position  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Office/Lab where employee will be working:  
 Office/Lab Phone: \_\_\_\_\_  
 Will employee have access to keys? Yes  No   
 Please note that any personnel working in science labs must have WHMIS certification prior to starting work.

For Office of Research Use Only  
 DR Authorization: \_\_\_\_\_ Employee Ref. Number: \_\_\_\_\_ Date: \_\_\_\_\_

For Financial Services, Research Accounts Use Only  
 FSBA Authorization: \_\_\_\_\_ Date: \_\_\_\_\_

**Print Form**

Trent University  
Office of Research

**RESEARCH PERSONNEL  
EMPLOYMENT RECORD FORM- Part I**

*Personal information to be completed by applicant*

Surname: \_\_\_\_\_ First Name & Middle Initials: \_\_\_\_\_  
 Permanent Address: \_\_\_\_\_ City: \_\_\_\_\_  
 Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Email: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Are you a student? Yes  No  If yes, Full-Time:  Part-Time:  Undergraduate:  Masters:  PhD:   
 Trent Student ID: \_\_\_\_\_ Current Year of Enrolment: Year \_\_\_\_\_ of a \_\_\_\_\_ Year Program  
 Anticipated Graduation Date: \_\_\_\_\_ Program of Study: \_\_\_\_\_

If no, indicate Postdoctoral Fellow  Non university affiliation

Bank Information (if not already on file)  
 A cheque marked VOID or complete direct deposit information provided by your bank must be attached.  
 Social Insurance Number: \_\_\_\_\_ TD1 Income Tax Forms:  
 Federal: Attached  Currently on file   
 Provincial: Attached  Currently on file

I certify that my status is:  
 Canadian Citizen  Landed Immigrant Status   
 Other  Please Specify: \_\_\_\_\_  
 Please attach copy of study/work permit.

Department to which statements of earnings will be sent: \_\_\_\_\_

**Employment Information:**

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
 Account(s) to be Charged: \_\_\_\_\_ Rate of Pay per hour: \$ \_\_\_\_\_ Estimate # hours per week \_\_\_\_\_  
 (Vacation Pay at 4% is added to each bi-weekly pay)  
 NB: Every pay generates an employer paid expense

**OR**

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
 Account(s) to be Charged: \_\_\_\_\_ Monthly Salary: \$ \_\_\_\_\_ Hours per week \_\_\_\_\_  
 (Salary will be prorated accordingly depending on start & end dates)  
 Vacation: + 4% each month   
 OR  
 Time in lieu

**Authorization**

Student/Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Supervisor's Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Supervisor's Signature: \_\_\_\_\_

To make any changes or amendments to the original research personnel employment record form, please complete and submit an [Amendment to Research Personnel Employment Record](#) to the Research Finance.

AMENDMENT TO RESEARCH PERSONNEL EMPLOYMENT RECORD



Please use this form to document any changes or amendments to the original research personnel employment record form.  
 (i.e. terms of employment, hours of work, modification of duties, extension to contract period, account to be charged, source of funding, award period, etc.)  
 NOTE: This completed form must be sent to the Office of Research for approval and processing. EMPLOYEE NAME, ACCOUNT NUMBER, and EFFECTIVE DATE are mandatory fields. In addition to this information, only the sections that are being modified need to be completed.

AMENDMENT TO RESEARCH PERSONNEL EMPLOYMENT RECORD FORM	
LAST NAME:	FIRST NAME:
TRENT STUDENT #:	EFFECTIVE DATE OF CHANGE (MM/DD/YYYY):
ACCOUNT(S) TO BE CHARGED:	1 ORIGINAL: AMENDED:
	2 ORIGINAL: AMENDED:
TERMS OF EMPLOYMENT:	AMENDED:
START DATE:	AMENDED:
END DATE:	AMENDED:
HOURS OF WORK:	AMENDED:
RATE OF PAY:	AMENDED:
EXTENSION TO WORKSTUDY PERMIT:	EXTENDED TO (MM/DD/YYYY):
RESIDENCY STATUS:	AMENDED:
GRADUATE/PHD LEVEL CHANGE:	AMENDED:
JOB DESCRIPTION (DUTIES):	LIST SPECIFIC CHANGES:
OTHER REASON FOR CHANGE:	BRIEFLY EXPLAIN:
AUTHORIZATION:	Student/Employee Signature - initials for account number changes DATE:
AUTHORIZATION:	Supervisor Signature DATE:
SUPERVISOR NAME:	

OFFICE OF RESEARCH AUTHORIZATION:	DATE:
FINANCIAL SERVICES AUTHORIZATION:	DATE: