



GRADUATE STUDIES AND RESEARCH  
FACULTY OF EDUCATION

Duncan McArthur Hall  
Queen's University  
Kingston, Ontario, Canada K7L 3N6  
Tel 613 533-6206

**REQUEST FOR RESEARCH ASSISTANT (RA) STUDENT EMPLOYMENT CONTRACT**

Principal Investigator/RA Supervisor: \_\_\_\_\_

Fund: \_\_\_\_\_ Program: \_\_\_\_\_

Dept: \_\_\_\_\_ Class: \_\_\_\_\_

Account ID: \_\_\_\_\_ Project: \_\_\_\_\_

Name of Student to Be Employed: \_\_\_\_\_

Student No: \_\_\_\_\_ Social Insurance No: \_\_\_\_\_

Contract Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Hourly Rate: \_\_\_\_\_ Hours: \_\_\_\_\_ Monthly Pay: \_\_\_\_\_

Contract Total (\*Amount to be paid to the student): \_\_\_\_\_

PI/ RA Supervisor Signature: \_\_\_\_\_ Date Request Submitted: \_\_\_\_\_

**Important Details:**

- All of the information requested above must be provided before submitting your request for a Research Assistant (RA) Student Employment Contract to staff in the Faculty of Graduate Studies and Research Office. An employment contract cannot be entered online for e-signatures until all of the required information has been provided by either the Principal Investigator or the Principal Investigators' secretary/assistant.
- Payroll cutoff is normally the 1<sup>st</sup> of the month before the month for which the student is to be paid (i.e. August 1<sup>st</sup> for work done in September). Thus, completed requests to set up a student employment contract must be submitted to the Faculty's Graduate Studies Office minimum of 5 days before this deadline – no later than 25<sup>th</sup> of the month before the cutoff month to allow processing time (i.e. **submit before July 25<sup>th</sup> to be paid for work done in September**).

**Note for PI:**

Please remember that an additional 10% of the total contract amount will be charged to your account to cover mandatory government benefits (CPP, EI, EHT).