# Student Employment Options

## Grad Assistantships (GSA)

- **Must be a registered grad student**

## GAR
- **Grad Assistant Research**
  - Collecting research data, general research services that are in support of own program
  - **research or operating funds**
  - 100% salary (taxed)
  - paid hourly
  - UofC: min $18.03/hr + 6.8%
  - TI: Undergrad $20 / Masters $25 / PhD $30
  - *timesheets – code positive time*
  - no daily min/max
  - no max hours/week
  - max 450 hours/year
  - max 1 year term - eligible to rehire
  - Accounting string provided to the student for timesheet entry
  - Offer letter and assignment of duties
  - Welcome email
  - TBH-Click on person & job update to complete the hire; Timesheet will be available after auto-enroll process is done, occurs daily.
  - ER Deductions: CPP, EI, WCB

## GAT
- **Grad Assistant Teaching**
  - Assist with instructional work, lecturing asst. marking, lab supervision, tutorial direction
  - **operating funds**
  - 50% salary (taxed)
  - 50% scholarship
  - fixed amount by appointment and term ($43.60/hr)
  - Fall–winter–spring–summer
    - 17wks-17wks-9wks-9wks
    - Full-204 hrs-$8894.41
    - Half-102 hrs-$4447.21
    - Third-68 hrs-$2964.80
    - Quarter-51 hrs-$2233.61
    - Sixth-34 hrs-$1482.40
    - Twelfth-17 hrs-$741.20 (paid in calendar month)
  - *Contracts expire end of the assigned term and cannot be carried over into another semester.
  - Offer letter and assignment of duties
  - Welcome email
  - Email notification to initiator once TBH has been approved; must go to manage hire details and click on person & job update to complete the hire
  - ER Deductions: CPP, EI, WCB (on salary)

## GANT
- **Grad Assistant Non-Teaching**
  - Assist with non-instructional work, course review, collecting research data, project work
  - **operating funds**
  - 50% salary (taxed)
  - 50% scholarship
  - fixed amount by appointment and term ($43.60/hr)
  - Fall–winter–spring–summer
    - 17wks-17wks-9wks-9wks
    - Full-204 hrs-$8894.41
    - Half-102 hrs-$4447.21
    - Third-68 hrs-$2964.80
    - Quarter-51 hrs-$2233.61
    - Sixth-34 hrs-$1482.40
    - Twelfth-17 hrs-$741.20 (paid in calendar month)
  - *Contracts expire end of the assigned term and cannot be carried over into another semester.
  - Offer letter and assignment of duties
  - Welcome email
  - Email notification to initiator once TBH has been approved; must go to manage hire details and click on person & job update to complete the hire
  - ER Deductions: CPP, EI, WCB (on salary)

## AUPE

### GAR
- **Must be registered student in min 1 course**

### GAT
- **Student Hourly only phase 1**
  - Working for researcher
  - **research or operating funds**
  - 100% salary (taxed)
  - paid hourly
  - UofC: min 15.00 /hr + 17.2%
  - TI: Undergrad $20 / Masters $25 / PhD $30
  - *timesheets – code positive time *
  - no daily min/max
  - no max hours/week
  - max 450 hours/year
  - max 1 year term - eligible to rehire
  - Accounting string provided to student for timesheet entry
  - Offer letter and assignment of duties
  - Welcome email
  - No posting required
  - No offer letter permitted
  - Welcome email
  - TBH initiator must go back into PeopleSoft to complete the hire - Funding approval not required for Research funds as approval of hourly time is done through the timesheet approval process
  - ER Deductions: CPP, EI, WCB

### GANT
- **Casual Hourly any phase**
  - Working for researcher
  - **research or operating funds**
  - 100% salary (taxed)
  - paid hourly
  - UofC: min. 15.00 /hr + 17.2%
  - TI: Undergrad $20 / Masters $25 / PhD $30
  - *timesheets – code positive time *
  - up to 30 shifts/year
  - min 3 hrs/day - max 7 hrs/day
  - (>30 = 1.25% premium)
  - up to 22.5 hrs/week
  - (summer up to 35 hrs/wk)
  - Indefinite
  - auto end 6 mths no activity
  - Accounting string provided to student for timesheet entry
  - No posting required
  - No offer letter permitted
  - Welcome email
  - TBH initiator must go back into PeopleSoft to complete the hire - Funding approval not required for Research funds as approval of hourly time is done through the timesheet approval process
  - ER Deductions: CPP, EI, WCB
Undergrad

Undergrad, Grad students, and Postdoc Internship

Co-op

Hourly work placements

- work placements that take place during the regular academic year
- research or operating funds
- 100% salary (taxed)
- paid hourly *timesheets - code positive time *
- regular academic year
  - 40 hours/week
  - 12 weeks minimum
- Accounting string provided to student for timesheet entry
- No posting required
  - Welcome email
- TBH using the Co-op Students - Hourly template
  - Requires approval in PeopleSoft, HR Operations processes the TBH to create the COOPST hourly job record

Mitacs

Research Internship

- Mitacs
- supports collaborative research and innovation projects between industry partners and post-secondary institutions. Funded through Mitacs Canada.
- 100% salary (taxed)
- paid hourly *timesheets - code positive time *
- regular academic year
  - 40 hours/week
  - 12 weeks minimum
- Accounting string provided to student for timesheet entry
- No posting required
  - Welcome email
- TBH using the Co-op Students - Hourly template
  - Requires approval in PeopleSoft, HR Operations processes the TBH to create the COOPST hourly job record

Grad Internship

ft registered grad student and at least one year into grad program

Skills Internship

Transformative Talent

- focused on supplemental skills. Helps explore career options and gives practical hands-on experience
- research or operating funds
- 100% salary (taxed)
- paid hourly *timesheets - code positive time *
- 210 hours min
  - FT (8 months) / PT (12 months)
  - Accounting string provided to student for timesheet entry
- No posting required
  - Position profile
  - Welcome email
  - TBH using the Co-op Students - Hourly template
  - Requires approval in PeopleSoft, HR Operations processes the TBH to create the COOPST hourly job record