



(Revised: Mar 2018)

Submit the appointment information at least **10-working days** PRIOR to the actual start date. Late start appointments will delay the payment process. ALL sections of the form must be completed.

- 1. EMPLOYEE INFORMATION:** Ensure that both names are spelled correctly. Employee number, if available, SIN, and Date of Birth are required fields, as well as the student section.
- 2. RECENT CHANGES IN PERSONAL INFORMATION:** If an employee HAS NEVER worked in the department before, they are required to complete a "Personal Information Form" and "Direct Deposit Authorization". Without these documents the appropriate appointment can not be initiated. If the employee HAS worked elsewhere on campus during the last six months AND their personal status, banking information, etc. has changed, the above forms will have to be resubmitted. Personal information is only kept on record for six months for all employees. The employee will be responsible for completing the necessary Tax Forms for the basic deductions if they chose to do so. This can be done in the Payroll Department, Administration Building.
- 3. TYPE OF APPOINTMENT:** The type of work required to be done will determine the classification. You can chose from ONE of the Standard Student "Sofa" Positions **OR** the Non-Employment categories. Each has a brief description and rules attached to help make your selection.
- 4. APPOINTMENT INFORMATION:** The start date of any appointment must begin on a Monday and end on a Friday. The total hourly rate should include 6% vacation pay. All appointments must end **NO LATER THAN** the last Friday before Labour Day Weekend or sooner. Please note that appointment period may be subject to statutory pay.
- 5. SCHEDULE INFORMATION:** All "Sofa" positions will be set up as hourly paid appointments and can have a regular work schedule. This will eliminate the weekly submission of hours. When selecting this option, you must ensure that your schedule does not conflict with any other schedule the employee may have on campus. Conflicts will result in non-payment of hours and delaying the payment process. Or you can chose to submit a time sheet every Thursday by 3:00 p.m. (unless otherwise posted or e-mailed) where the employee works variable hours (actual time and hours are recorded on the time sheet). Again, conflicts with other schedules will result in nonpayment of hours, delaying the payment process . The Non-Employment category employees will be paid on a biweekly basis - no submission of hours is required. However, this is a very strict category. Please ensure that you have made the correct position choice.
- 6. SOURCE(S) OF FUNDING:** A grant number and a total appointment commitment amount are required for budgetary purposes. The commitment must include 6% vacation pay (see #4). Keep in mind that approximately 14% will be added to the commitment for pay levy and staff benefits. Budget FOPs are subject to an addition 1.5% CDI.
7. Once the necessary information is processed, a signed and dated copy of the "Appointment Set-Up Form" will be returned to you for your records.

NOTE: Please keep the below in mind when making a position decision. All appointments must end **NO LATER THAN** the last Friday before Labour Day Weekend or sooner.

FT - Student Research Assistant (*See table*)

- 20 hours per week during regular session; 40 hours per week during the summer
- eight hour per day maximum; over eight hours subject to overtime at 1.5 times per hour

PT - Student Research Assistant (*See table*)

- 40 hours per week throughout the year
- eight hour per day maximum; over eight hours subject to overtime at 1.5 times per hourly rate

FT - Excluded Classification (*See table*)

- 20 hours per week during regular session; 40 hours per week during the summer
- eight hour per day maximum; over eight hours subject to overtime at 1.5 times per hour

PT - Excluded Classifications (non-students)

- seven hour per day maximum; over seven hours subject to overtime at 2 times per hourly rate
- must be hired as A.E.S.E.S., following the six month rule or post if for longer duration



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STANDARD STUDENT “SOFA” POSITIONS

(Please select one)

Standard Job Title	Compensation Group	Range of Hours Allowable	Criteria
Student Office Assistant	Excluded Students	0-20 during academic year; 0-40 during summer	<p>Full-time student whose position profile indicates he/she is doing the following type of duties:</p> <ul style="list-style-type: none"> • Data entry • Filing • Answering phones, reception • Word processing • Opening, distributing mail • Preparing routine correspondence • Routine bookkeeping • Sorting, processing, verifying forms, registrations, applications, and other documents <p>(Such positions will have a NOC of 1411 – General Office Clerks.)</p>
Student Technician	Excluded Students	0-20 during academic year; 0-40 during summer	<p>Full-time student whose position profile indicates he/she is doing the following type of duties:</p> <ul style="list-style-type: none"> • Conduct and assist in laboratory research • Assist in animal care related to laboratory research • Set up, clean, maintain equipment • Conduct routine tests and analysis • Gather data • Collect samples, eg in a field <p>(Such positions will have a NOC of 2221 – biological technician.)</p>
Student Research Assistant	Other Academic	0-40	<p>Normally a full-time student. Professor must submit the Confirmation for Student Research Assistant form to confirm the student is assisting a professor in academic research relating to the student’s discipline. Duties can include assisting in:</p> <ul style="list-style-type: none"> • Conducting literature review • Conducting surveys • Conducting laboratory experiments • Data entry • Compiling and analyzing research results <p>(Such positions will have a NOC of 4122 – Postsecondary teaching and research assistants.)</p>



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ASSISTANCE TYPES

This document provides definitions of the different types of payments to students and staff relating to scholarships, fellowships, bursaries, research grants and trustee payments. Such payments are considered **NOT** to be employment income subject to Provincial and Federal deductions regulations. To distinguish between such non-employment income and employment income, this document also provides examples of certain employment income appointments for reference.

Please be aware that incorrect interpretations of the definitions and improper use of the appointment form can cause serious problems for the payee, the University and for the department head or grantee who approves the form. If you are unsure whether a grant should be considered for the purpose of research or for the purpose of the recipient's education and training, please contact your Budgets and Grants accountant.

Scholarships and Bursaries (eg. PURE)

As per CRA rules to qualify as a 'scholarship' the payment must:

- be awarded to a post-secondary student for the purpose of enabling them to pursue their education. Scholarships are often won by a student on the basis of academic excellence.
- NOT require any services be provided by the student as a condition of receiving the scholarship.

Fellowships for Education Purposes (eg. PGFF)

As per CREA rules to qualify as a 'fellowship for educational purposes' the payment must be:

- generally awarded to a graduate student by a university, charity, or similar body for doctoral studies
- primarily to further the education and training of the recipient in his or her individual capacity, such as studying for a doctoral degree
- such that the payer does NOT have the right to exercise control over the worker, such as what research or clinical activities will be done and how and when they will be conducted
- such that the benefit of any work is solely to the payee (the student) and not the payer

Associate Post-Doctoral Fellow

A recent PhD graduate (generally within the previous 6 years) who will be doing a research internship under the direction of a faculty member (or members) of the University of Manitoba. They should be doing progressively more complex research in their field during the post-doctoral period. Associate post-doctoral fellowships have ALL funding paid directly by the awarding agency, and are being hosted by a U of M faculty member. **No funds for these individuals flow through the University of Manitoba.**