

All dates formatted to
YYYY-MM-DD

Student Employment Contract

To be used for ALL salary related payments to Queen's or LAESTE students, full-time and part-time.

DO NOT use this form for payments such as Scholarships or Bursaries.

STUDENT NO.: _____ S.I.N.: _____ BIRTH DATE: _____
 SURNAME: _____ GIVEN NAME & INITIAL: _____
 T4 ADDRESS: _____ DEPARTMENT ADDRESS: _____

Payment Information	Research Assistant	Teaching Fellow	Teaching Assistant	Non-Academic Work
Start date				
End date				
Account Code				
Job Number				
Monthly Payment				
ANNUAL Equivalent	\$0	\$0	\$0	\$0
Monthly Hours				

Authorized Signature _____

The University will credit the bank account of the student as follows:

**30 DAYS NOTICE IS REQUIRED BY
COMPENSATION WHEN CHANGING
BANKING INFORMATION**

ATTACH A VOIDED CHEQUE TO THIS SPACE

- IF NEW BANKING INFORMATION, OR
- IF BANKING INFORMATION IS NOT CURRENTLY FILED WITH COMPENSATION.

Amplification of duties, as required, should be attached as an Appendix to the copies after signature by both parties.

Citizenship

- Canadian or Landed Immigrant
- Valid Student Authorization and Social Insurance Card- 1 photocopy of each valid document must be attached to this contract.

I understand that the foregoing terms and conditions shall apply to my term of employment subject to the following provisions. The contract may be terminated prior to the above expiry date by written notice from Queen's University in accordance with the Employment Standards act, or without notice in the event of cause for dismissal. I further understand that this contract is not a guarantee of the hours of work stipulated above. In the event of a reduction in the hours of work, I agree that the salary will be adjusted proportionately to the change in hours. Above rate of payment includes 4% vacation pay.

Signature of Student _____

Date _____

Signature of Dean, Director, Head
(Dean's signature required for Teaching Fellow)

Date _____

Contact Person Departmental Telephone Ext. _____

Date _____

DISTRIBUTION: Original + 1 copy to HR, copy to Student, 1 copy to Department.

Print