

# NSERC Undergraduate Student Research Awards (USRA) – 2019/20

## Appointing Students - Information for Project Supervisors

All appointments must be submitted as an [ePAF in HRMS](#). Please contact your [payroll rep](#) should you have any questions about submitting ePAFs in HRMS.

### Job Code

- UBC-Vancouver: NSERC USRA (400408) / UBC-Okanagan: NSERC USRA (400425)

### Funding

- **START DATE / END DATE:** Please ensure that the appointment is for a period of **at least 16 consecutive weeks** and that the dates of employment are accurate as reimbursements may be affected if the student's actual dates of employment are different from what is stated on the ePAF. The latest a student can start working to meet the 16-week minimum requirement is:
  - Summer Term (May 1 – August 31, 2019) - May 13, 2019
  - Fall Term (September 1 – December 31, 2019) - September 4, 2019
  - Winter Term (January 1 – April 30, 2020) - January 10, 2020
- The student is expected to be working full-time hours (35 paid hours/week plus a 1-hour/day unpaid lunch break).
- **EARNING CODE:** Select "FEL".
- The reimbursement will be sent to the same account as indicated in this section. Please ensure that the Speedchart, Account, Fund, Dept. ID and Project Grant are indicated correctly in order to facilitate the reimbursement.
- **AMOUNT:** Students must be appointed on a "Per Period" basis (check the appropriate box). Please ensure that the wage is **at minimum of \$7474.25** (Summer 2019 only) for 16 weeks, based on the [June 1, 2019 BC minimum wage increase](#) from \$12.65/hr to \$13.85/hr. If the student is appointed for a period of more than 16 weeks, this should be reflected in the total wage with an increase of at least \$484.75 for each additional week or \$96.95 for each additional day.
  - **Summer Term (May - August 2019):**
    - From May 1 - 31, the student has to be paid a minimum of \$12.65/hr or \$442.75/week.
      - Note: May 20 is a statutory holiday; however student employees are not eligible for [statutory holiday pay](#) as per the BC Employment Standards Act
    - From June - August: the student has to be paid a minimum wage of \$13.85/hr or \$484.75/week
      - The minimum wage for Summer Term 2019 is \$7474.25 (assuming a start date of May 1, 2019 until August 20, 2019) for the 16 weeks, with a minimum of \$484.75 for each additional week
      - For reference, please see below the chart for calculating minimum wage based on the student's start and end dates (Note: Only the minimum 16-week duration requirement is included).

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Term	Start Date	End Date	Total Number of Work Days	Total
Summer	May 1, 2019	August 20, 2019	80	\$ 7,474.25
Summer	May 2, 2019	August 21, 2019	80	\$ 7,482.65
Summer	May 3, 2019	August 22, 2019	80	\$ 7,491.05
Summer	May 6, 2019	August 23, 2019	80	\$ 7,499.45
Summer	May 7, 2019	August 26, 2019	80	\$ 7,507.85
Summer	May 8, 2019	August 29, 2019	80	\$ 7,516.25
Summer	May 9, 2019	August 28, 2019	80	\$ 7,524.65
Summer	May 10, 2019	August 29, 2019	80	\$ 7,533.05
Summer	May 13, 2019	August 30, 2019	80	\$ 7,541.45

- Fall Term (September - December 2019): minimum wage for a 16 week research placement is \$7756.00 with at least \$484.75 for each additional week
- Winter Term (January - April 2020): minimum wage for a 16 week research placement is \$7756.00 with at least \$484.75 for each additional week
- Any questions regarding minimum wage calculations can be directed to [nserc.usra@ubc.ca](mailto:nserc.usra@ubc.ca).

### Appointing Students Through ePAF

- eForms will automatically be routed to our approval queue once submitted in the HRMS system.
- *\*UBC-Okanagan: The CSI&C office only requires a PDF copy of the student's ePAF. Please send the PDF documents to the [nserc.usra@ubc.ca](mailto:nserc.usra@ubc.ca) general email.*
- If the student is appointed for a period of more than 16 weeks, this should be reflected in the total wage with an increase of at least \$96.95/each additional day or \$484.75/ each additional week.

### STUDENT APPOINTMENT (EPAF) DEADLINES:

Summer 2019	April 10, 2019
Fall 2019	August 14, 2019
Winter 2020	December 11, 2019

### QUESTIONS?

You are encouraged to contact your Faculty/School/Department USRA Coordinator in case you have any further questions. As a second resource you can also contact:

NSERC USRA Liaison Officer / UBC Centre for Student Involvement & Careers / [nserc.usra@ubc.ca](mailto:nserc.usra@ubc.ca)