



Frequently Asked Questions – PSAC-RC Hiring Research Assistants/Senior Research Assistants

1) I need to hire a Research Assistant; how do I determine if it's a Research Assistant or Senior Research Assistant?

Please review the classification specifications to understand the differences between the two classifications: <https://www.uwinnipeg.ca/hr/class-specs.html>

If you need assistance in determining the correct classification, please contact your Human Resources Consultant: <https://www.uwinnipeg.ca/hr/who-is-my-hr-contact.html>

2) I want to pay my Research Assistant \$20.00/hour, can I do this?

No, the rate of pay for a Research Assistant is set and cannot be altered.

For up-to-date pay rates, please refer to Appendix A – Wage Rates in the PSAC Research Capacity Collective Agreement: <https://www.uwinnipeg.ca/hr/collective-agreements.html>

You must also factor in an additional 16% for vacation pay and mandatory employment related costs, i.e. CPP, EI, Payroll Tax.

3) I want to pay my Senior Research Assistant \$20.00/hour, can I do this?

Yes, while there is a set minimum rate of pay for a Senior Research Assistant, there is flexibility to assign a higher rate. The rate should be determined based on the qualifications and experience required to perform the duties of the role.

For up-to-date pay rates, please refer to Appendix A – Wage Rates in the PSAC Research Capacity Collective Agreement: <https://www.uwinnipeg.ca/hr/collective-agreements.html>

You must also factor in an additional 16% for vacation pay and mandatory employment related costs, i.e. CPP, EI, Payroll Tax.

4) I have determined the classification, now what do I do?

PSAC- Research Capacity positions must be posted for a minimum of 7 calendar days. (Article 13)

The Posting Request Form for PSAC-RC is on the “Forms” page of the Human Resources website: <https://www.uwinnipeg.ca/hr/forms-revised/hr-forms.html>. Once the form is completed, it is automatically submitted to Human Resources for posting.

5) Are there exceptions to the normal posting process?

Yes, you may directly fill your position in the following circumstances (Clause 13.2):

- In the event of a sudden departure of the incumbent for reasons such as serious illness or resignation, from applications kept on file where possible; or
- Hourly Employee positions less than forty (40) hours in duration; or
- In the event an Employee receives a subsequent appointment with the same Researcher within the same research project, and was not initially directly appointed into their position; or
- In the event the Researcher wishes to grant an appointment to a student for the purposes of pursuing research activities arising directly from the student's graduate or undergraduate thesis. This appointment shall occur no later than two (2) months following the completion of the student's undergraduate or graduate thesis.

6) What happens after the posting request form has been submitted?

Human Resources will create the posting within the University's electronic recruitment system and post the position within three (3) working days of receiving the request. Once posted, you will receive email confirmation which will include a link to the posting and instructions for using the recruitment system.

Please note that the closing date may be adjusted to meet the minimum posting length of 7 calendar days.

7) My position is posted, how do I access my applications?

All positions posted through our electronic recruitment system can be accessed as soon as the position is posted. Access to the system can be found on the "**Employment**" page of our website:

<https://www.uwinnipeg.ca/hr/employment.html>

Click on the "**Research Support**" link under "**Employment Opportunities**" and you will be directed to the login screen. If this is your first time using the system, you will receive an email from HR with your login ID and password after the position has been posted.

Please note, after your competition closes you will need to select "**Closed**" from the status drop-down menu within the system to access your applications.

8) What if no qualified applicants apply to my posting?

You can extend the closing date or repost your position by sending an email request to Shelby Phillips, HR Assistant at sh.phillips@uwinnipeg.ca. If you know of any potential candidates, you may reach out to them to advise them of the opportunity.

Please note, once the minimum posting requirement of 7 days is met, a position can be reposted for any length of time, i.e.: 3 days.

9) Do I need to go through the interview/reference process?

Interviewing is recommended. If you require assistance in developing interview questions, contact your Human Resources Consultant: <https://www.uwinnipeg.ca/hr/who-is-my-hr-contact.html>

Once questions have been determined, contact candidates directly to schedule interviews via phone or Zoom.

Following interviews, we recommend completing 1-2 reference checks on your top applicant before moving forward with an offer. For a copy of our reference check guide, please contact Shelby Phillips, HR Assistant at sh.phillips@uwinnipeg.ca.

Once you're ready to make an offer, contact your top applicant directly to offer the position. Once the offer is accepted, notify all other interviewed applicants that they were not successful.

10) Do I have to hire a University of Winnipeg student?

All applicants who meet the criteria for the position based on your posting, whether a University of Winnipeg student or otherwise, can be considered.

11) I have selected an applicant for my position, what paperwork needs to be completed?

1) Employment Form for PSAC-RC

The Employment Form can be found on the "**Forms**" page of the Human Resources website: <https://www.uwinnipeg.ca/hr/forms-revised/hr-forms.html>

This form should be completed by you first and then the successful applicant. Be sure to complete the Employment Information section in full, including:

- Posting Number
- Estimated Hours
- Rate of Pay
- Start/End Dates
- Award Number(s)
- Department and Contact Person
- Authorized Signature/Date

After completing and signing your section, forward to the successful applicant to complete their section and ask them to send the form back to you.

Once completed in full, send to HRIS@uwinnipeg.ca for processing.

Please note, if any information is missing on the Employment Form it will be returned for completion.

2) New Employee Forms

- If your new employee has never worked for the University of Winnipeg, provide them with the following link to complete their new employee forms (i.e.: tax forms) online:

<https://www.uwinnipeg.ca/newhire>

- If your new employee has previously worked for the University, only the Employment Form is needed.

3) PSAC-RC IP Acknowledgement

Send your new employee the link to our PSAC-RC IP Acknowledgement Agreement. This agreement identifies that their work is governed by the University's Responsible Conduct of Research and Scholarship Policy and Procedures, and also that all IP rights belong to the Researcher and/or University.

Link to PSAC-RC IP Acknowledgement: <https://www.uwinnipeg.ca/psacip>

12) How do I ensure my employee gets paid on time?

After submitting the completed PSAC-RC Employment Form and new employee hire forms (if applicable), you will be sent a confirmation email from HRIS confirming your new employee has been set up in MyHR.

All hours must be entered and approved via MyHR on a bi-weekly basis. If you haven't used MyHR before, please contact hris@uwinnipeg.ca for assistance.

Please note, hourly employees are paid two-weeks in arrears. A current bi-weekly pay dates schedule can be found on the HR website: <https://www.uwinnipeg.ca/hr/forms-revised/hr-forms.html>

13) I posted 1 position but would now like to hire 2 applicants; can I do this?

Yes, but you may want to consider advertising for a range of vacancies next time, i.e. "This posting will be used to fill 1 - 3 positions".

14) I have more hours available than originally stated in the job posting; can I assign the additional hours?

Yes, as long as the hours are assigned before the appointment end date.

15) I received additional funding, can I extend my Research Assistant's appointment?

Yes, please send an email request to your Human Resources Consultant outlining the reason for the extension and new end date.