

1.0 Purpose

- 1.1 To outline the University of New Brunswick's Human Resources and Payroll guidelines.

2.0 Applicability

- 2.1 University-wide

3.0 Definitions

- 3.1 None applicable

4.0 Implementation

- 4.1 **NOTICE TO RESEARCHERS:** When you are ready to hire someone to work on your project, you must first determine what kind of employee you need. Are you looking for full- or part-time help? Are your needs long- or short-term? Will you be hiring a student or regular employee?
- 4.2 **REGULAR EMPLOYEES:** Payments to regular employees, including Research Associates or undergraduate students, will be made through the UNB Human Resources Department. Such employees will be issued T4 slips. You can arrange this by completing a Staff Change Recommendation Form available in the main offices of most departments. For more information about this form, contact the UNB Human Resources Department.
- 4.3 **GRADUATE STUDENT:** In order to pay a graduate student who is involved with your research project, you must contact Jackie Seeley by phone at (506) 453-7153 or by e-mail at jseeley@unb.ca, or contact the School of Graduate Studies.
- 4.4 **POST DOCTORAL FELLOW:** To hire a post-doctoral fellow, you must follow the guidelines and conditions as set out in the UNB Policy on Post-Doctoral Fellows and complete the necessary application form.
- 4.5 **VISITING SCIENTISTS OR RESEACHERS:** For procedures on hiring visiting scientists or visiting researchers, please contact the Office of the Vice President (Academic) by phone at (506) 453-4801 or by e-mail at vpacad@unb.ca.
- 4.6 **INDEPENDANT CONTRACTOR:** In situations where there are questions about whether someone will be treated as an independent contractor or a UNB employee, please contact Cindy Flann, Director - Financial Services, by phone at (506) 447-3303 or by e-mail at cflann@unb.ca.

Human Resources and Payroll

Office of Research Services

Guideline

- 4.7 For the human resources policies of the Federal Granting Councils (NSERC, SSHRC, CIHR) see the Use of Grant Funds - Compensation Related Expenses document.

5.0 Interpretation and Questions

- 5.1 For further information please contact: Dwight Ball Executive Director, ORS Tel: (506) 453-3558 Fax: (506) 453-3522 E-mail: fdball@unb.ca