

Self-Serve Contract Instructions for Queen's Faculty or Staff

Before preparing a contract for a student please ensure that they have provided you with proof of a Work Study entitlement (an email from Student Awards or a screenshot of their Solus account).

General Information

1. Download the appropriate contract (Fall/Winter or Summer), complete, scan as a pdf and email individually, with all signatures (student, employer, and timekeeper) and account string, for review to the Work Study Coordinator.
2. **The contract is not yet considered valid and the student cannot commence work until you have received a confirmed (initialed) contract back from the Work Study Administrator.**
3. The Work Study Coordinator will verify the information, provide the job number and confirm with you via email. You will receive electronically the stamped contract which will indicate that it has been confirmed. The turnaround time for confirmation is 48 hours.

Procedure for Preparing Contract

Please ensure your contract is completed legibly (preferably typed) and in full and that you have completed the applicable term contract (Fall/Winter or Summer).

Under Student Information

Please complete:

- Student name Student number
- Student phone contact
- Student email address (@queensu.ca)
- Student SIN (The timekeeper is the only person who needs access to a SIN number, please ensure the confidentiality of student SIN numbers)

Under Employer Information

Please complete:

- Supervisor's Name
- Supervisor's phone contact (extension at the university)
- Supervisor's email address (@queensu.ca)
- Supervisor's Department

Under Timekeeper Information

Please complete:

- Student's entitlement You will need a copy of the email message the student would have received from Student Awards with the entitlement amount provided they may also do a screenshot of their Solus account.
- # of Hours The number of hours will be the entitlement amount divided by \$12.00 per hour i.e. (\$3000 = 250 hours, \$2000 = 166.5 hours, \$1500 = 125 hours.
- \$ of Hours Please leave blank
- Proposed start date
- Proposed end date
- Job Title Please provide a title for the position
- Job # Do not put anything in this spot, the Work Study Coordinator will provide this once contract has been confirmed.
- Chart Field String
- Timekeeper's Name
- Timekeeper's phone contact (extension at the university)
- Timekeeper's email address (@queensu.ca)