Work Study Program Procedure Manual

Office of the Registrar

Prepared by: Student Financial Services,
Office of the Registrar

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1.0 Introduction

Western's Work Study program offers an opportunity for students to work part-time on campus in jobs that accommodate their studies.

What are the objectives of the Work Study Program?

- To assist students in financial need with a regular source of income that does not add to their debt load.
- To offer students training and experience that will assist them in further studies and their eventual entrance into the workforce.
- To provide assistance to faculty and staff.

How do students find out about the positions available?

Each term, students must apply for Work Study via the applicable financial assistance application (please note that the application process is different for undergraduate and graduate students, more information can be found here: http://registrar.uwo.ca/student_finances/work_study.html).

Students are notified through their Western email account of their work study decision. Once a student has been notified that they are approved for work study for the term, they will be able to access the job postings on the Work Study Center.

Which students are eligible for Work Study?

Students must be approved for work study for the current term prior to being hired. Only students who are eligible for current term work study will be able to view and apply to your job postings on the Work Study Center. If an ineligible student is allowed to work, the department will be responsible for payment to the student.

- **Undergraduate students:**
  - Fall/Winter Work Study Program:
    Undergraduate students who demonstrate financial need and are enrolled in a minimum 60% course load on main campus are eligible.
    Student must be a Canadian citizen or permanent resident.
    Please note: Affiliated College students are not eligible; each college has their own Work Study program during the Fall/Winter term. Please contact your Affiliated College's Financial Aid office for more information.

- Summer Work Study Program:
  Undergraduate students who demonstrate financial need and are enrolled in a minimum of one half or equivalent summer course are eligible.
  Affiliated college students taking one half or equivalent summer course are eligible. Student must be a Canadian citizen or permanent resident.

- **Graduate Students:**
  - Graduate students must apply using a paper application each term by the published deadline. The application and eligibility criteria are available on the Office of the Registrar Website.

How many hours may a student work?

- **Undergraduate students:** the student and the supervisor must agree on a schedule of hours to work and must ensure that the hours worked do not interfere with the student's academic studies. As a guideline, we recommend no more than 18 hours per week. This is not mandatory as there are weeks in the year where students may have no classes (eg. Reading Week). Students are permitted to work a maximum of 40 hours per week. **Please note:** Work Study students are not compensated for overtime hours or statutory holidays; they will only be compensated at the regular rate of pay.

- **Graduate students:** are limited to 10 hours per week based on full-time status requirements as stated in the Graduate and Postdoctoral Studies calendar.
  For more information please contact the School of Graduate & Postdoctoral Studies.

- **Note to Work Study Supervisors:** Students may not exceed their total number of approved hours for the academic term. Upon hiring a Work Study student, an email stating the approved number of hours for the term is sent to the student, the Supervisor and Work Study Administrator. It is the responsibility of the Work Study Supervisor to keep track of the hours worked throughout the term and to ensure that the student does not exceed the approved number of hours. If a student works more than their total number of hours approved, the University may seek reimbursement for those hours from the supervisor's departmental budget. Any remaining hours at the end of the term are forfeited and cannot be carried over to the next term.

How do students get paid?

- Students will report their hours worked each week to their supervisor through an agreed-upon system (e.g. email, paper timesheet, etc.), who will confirm the hours and then forward them to the Work Study Administrator in their area to be entered into the payroll system.

- Students will receive their weekly pay via direct deposit, always two weeks in arrears. Questions about setting up direct deposit should be directed to Human Resources.

- T4 slips will be issued to students from Human Resources.

- Students will be paid $11.40 per hour plus 4% vacation pay from a Financial Aid Work Study account.

What is the length of the program?

- **Undergraduate students** may work from September – April for the Fall/Winter term and May – August for the Summer term. Exact dates will be communicated via email.
- **Graduate students** may work from September – December for the Fall term, January – April for the Winter term, and May – August for the Summer term.
- Exact start and end dates will be communicated via email.

Who should I contact if I have any questions or concerns about the program?

Contact wstudy@uwo.ca or Dahlia Shahatto, Student Financial Services Officer, ext. 85968

Features at a Glance

- Welcome to the Work Study Center

  Posting Work Study jobs and the hiring process will now occur using the Work Study Center. The Work Study Center is an online recruitment application specific to the Work Study Program and provided by the Office of the Registrar.

- More Interaction with Students

  The Work Study Center offers more features to enable a closer interaction with students during the recruitment process. Students can upload their resumes into the Work Study Center providing easy and secure access to this information.

- Paper Work Study Student Appointment Notice no longer required

  When the student is hired in the Work Study Center the job and payroll information is automatically setup in the Human Resources system.

2.0 Responsibilities of the Work Study Supervisor

In order to supervise work study students, an individual has to have an active employment contract with the University and be in a position to ensure proper supervision of the student. **Please note:** Excluded groups include Professor Emeritus/Emerita, Graduate Students, Postdoctoral Fellows/Associates, and Adjunct Faculty.

Responsibilities of the Work Study Supervisor:

- Manage and assign work to the work study student.
- Ensure that the hours worked by the work study student are reported accurately and in a timely manner to the department Work Study Administrator.
- Ensure that approved hours for the employment relationship are not exceeded.
- Ensure that information regarding departmental operations, including working hours, relevant policies and procedures and working relationships are reviewed with the work study student. Policies include Section 3 of the University Administrative Policy and Procedures.
- Ensure that all mandatory training is taken by the work study student to meet all Health and Safety regulations based on the work location, role and duties assigned https://workstudy.uwo.ca/signup/healthandsafety.cfm

Delegating:

Once the Supervisor's profile has been established, the duties of actually creating the job posting can be delegated, if desired, to another Western employee who meets the eligibility criteria outlined at the beginning of section 2.0. The delegate can post the position and organize the interview and selection processes on the Supervisor's behalf; however, the Supervisor must sign in to the Work Study Center and select the student to be hired to complete the recruitment transaction.

3.0 Responsibilities of the Work Study Administrator

Each faculty and business unit on campus has identified an individual(s) to act as the Work Study Administrator for their department. Administrators will receive notification of work study hires via email.

Responsibilities of the department Work Study Administrator:

- Support the Supervisor in ensuring that the student receives all the required Health and Safety training for their role and duties assigned.
- Manage the payroll aspects of the work study employment relationship. This includes entering the hours worked by the student into the Human Resources payroll system and submitting a Termination Notice if the employment relationship is ended before the end of the term.
- Ensure that all Reports are run in support of the employment relationship:

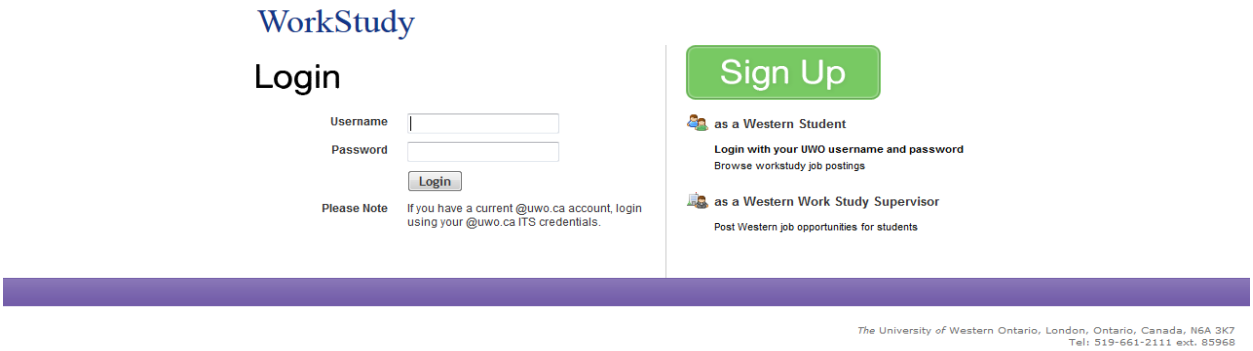
  Pay Reconciliation Report

  Work Study Pay Report

  Work Study Hire Report
- Support the supervisor to ensure that approved hours for the employment relationship are not exceeded.

Please Note: The accounts used to pay "non-International" work study students have changed. The account for International students is FA14601300. The account for all "non-International" students is FA12601300.

4.0 Getting Started in the Work Study Center



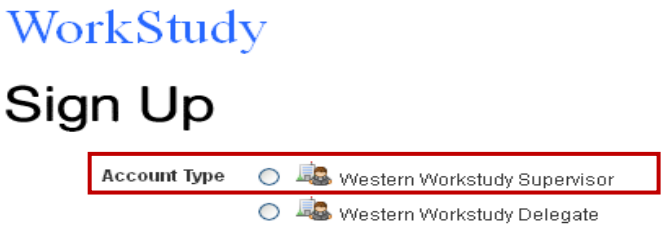
First time Login:

Each Work Study Supervisor must establish a Work Study Profile the first time they login to the Work Study Center. Once their profile has been created, it will be available for reuse each time a job posting is required.

4.1 Creating a Profile in the Work Study Center

Go to https://workstudy.uwo.ca/signup/

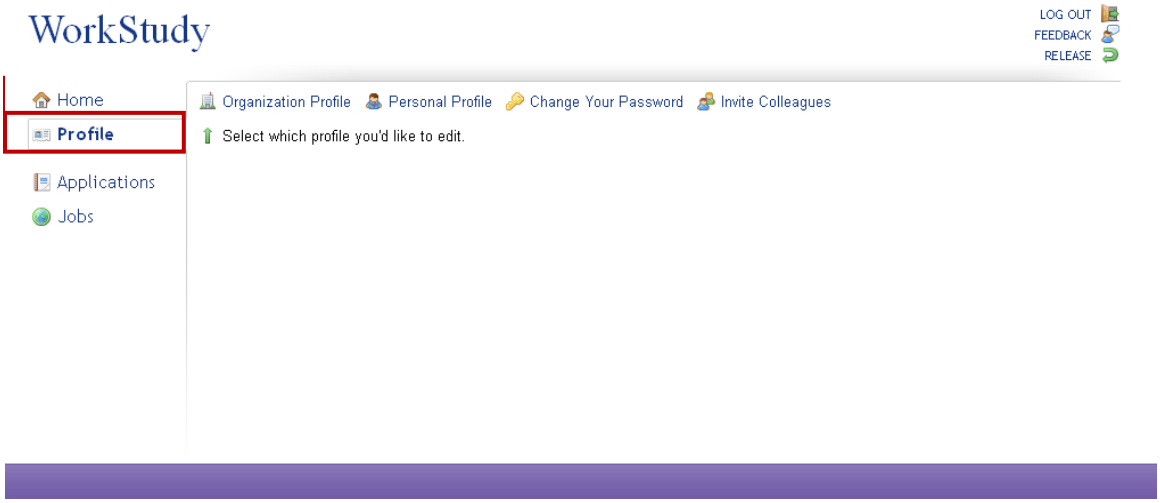
The following page will appear. Click next to Western Work Study Supervisor and the page will change.



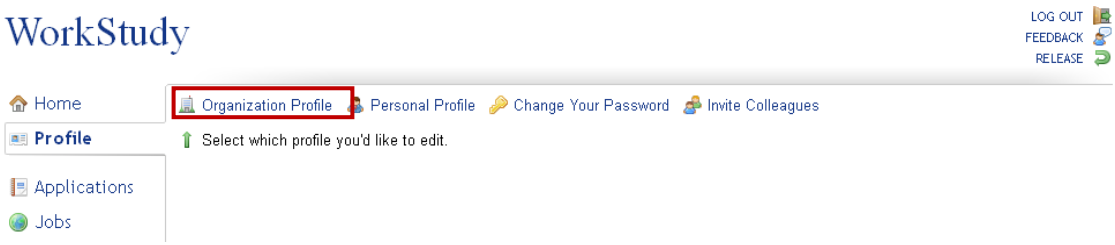
Enter your name and your Western provided email address and then read through the text until you get to the bottom of the page. Clicking the checkbox means you have read through the Terms of Service and the Work Study Supervisor Agreement and accept its conditions. Then click Create Account (until you accept the conditions this button will be inactive).

If your account was successfully created you will see a message indicating that you have added the Work Study Supervisor role. Click the Return to the login page to continue.

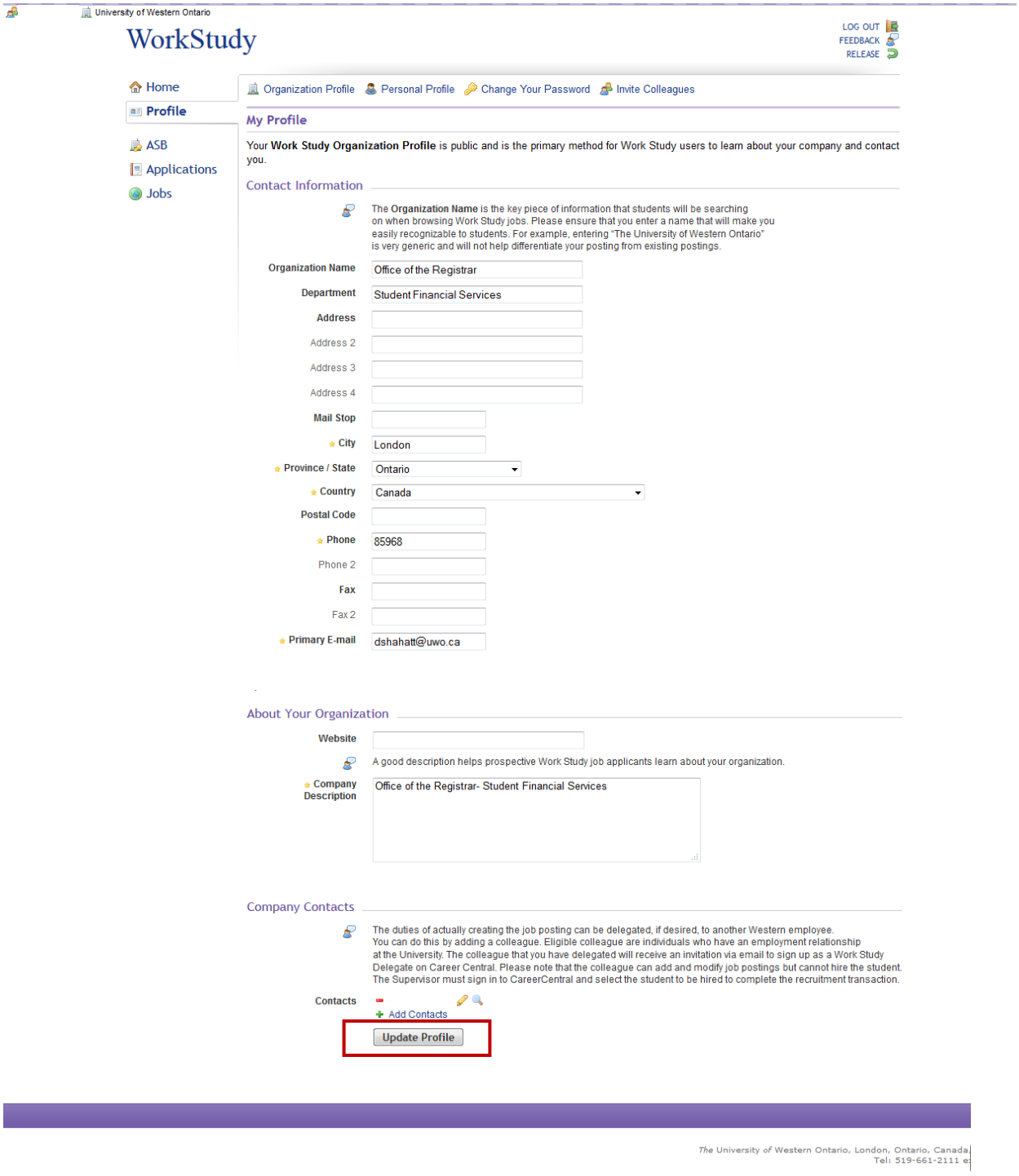
Once you are logged into your account using your Western username and password, the first thing you should do is to setup your Profile. Click on Profile on the left side.



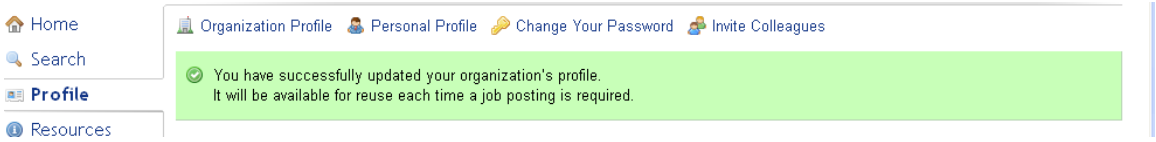
Then click on the Organization Profile.



Below is an example of a Work Study Organization Profile. Please ensure that you enter information here that will make you easily recognizable to students. When you are done click Update Profile at the bottom of the page.



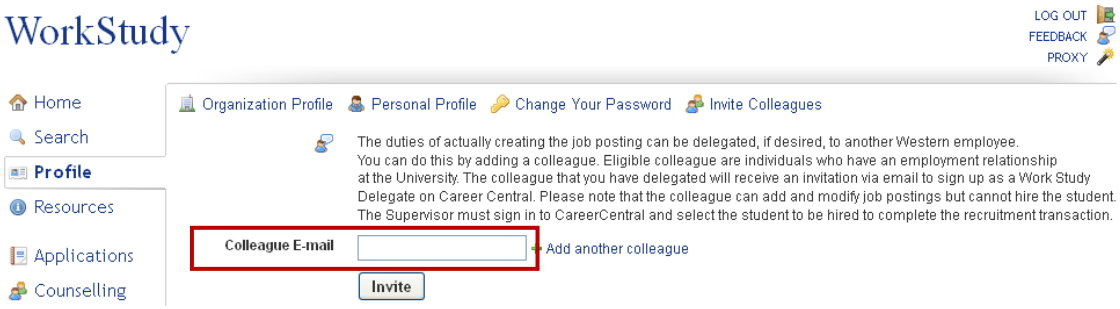
After you update your Profile you will receive the following message if your update was successful.



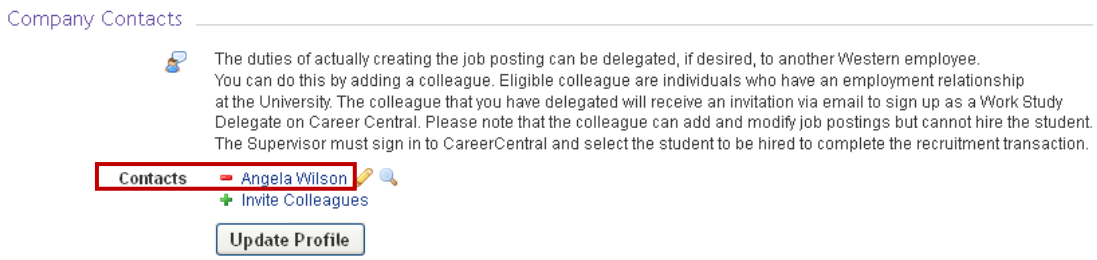
4.2 Inviting a Colleague

The duties of actually creating the job posting can be delegated, if desired, to another Western employee. You can do this by clicking Invite Colleagues under your profile. Eligible colleagues are individuals who have an employment relationship at the University. As Delgates they must sign up as a Western Work Study Delegate and they are linked to the Supervisor profile, but they are not required to create their own profile. **Please note:** the Delegrate can add and modify job postings but cannot hire the student. The Supervisor must sign in to the Work Study Center and select the student to be hired to complete the recruitment transaction.

Upon clicking the Invite Colleagues link located on the top right of the Profile page the following page will appear. Enter your colleague's email address in the space provided and click Invite.

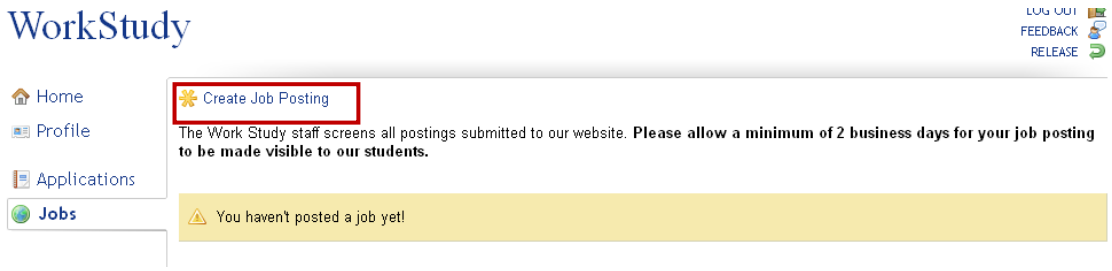


After you invite your colleague they will receive a notification telling them that you have invited them and asking them to accept or decline. If they accept your invitation they will be linked to you through your profile and you will see their name at the bottom of your Organization Profile page under Contacts.

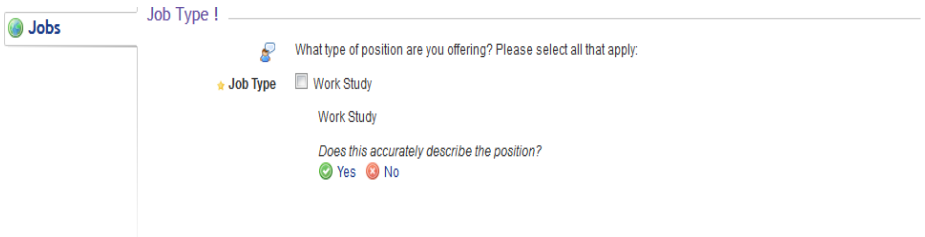


5.0 Posting a New Work Study Job

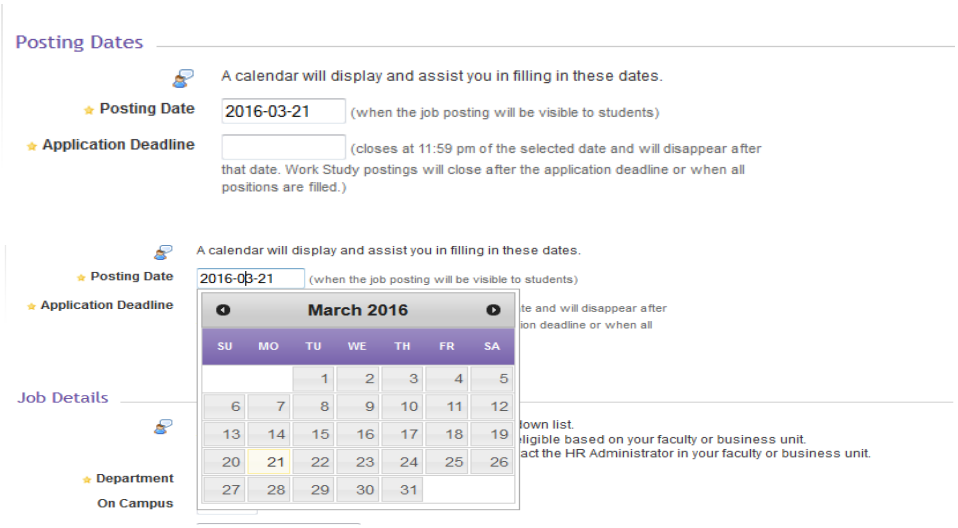
To create a job posting click the Jobs link on the left side of the page. Then click Create Job Posting at the top of the page.



Job Type: Select Work Study and you will be asked to confirm that this is accurate. Click Yes to continue.



Posting Date: Enter the date that you want the job posting to be visible to students (default is today's date). Click in the box provided to see the calendar.

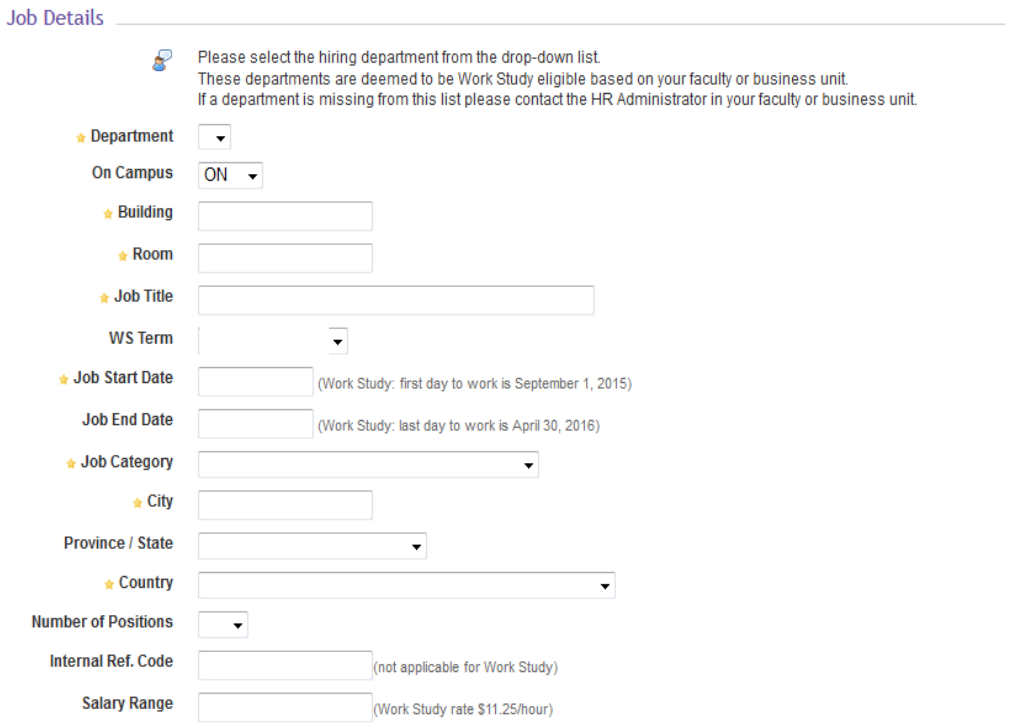


Application Deadline: Enter the date you need the position filled by. At 11:59pm on the date entered your posting will no longer be visible to students. If you do not have an

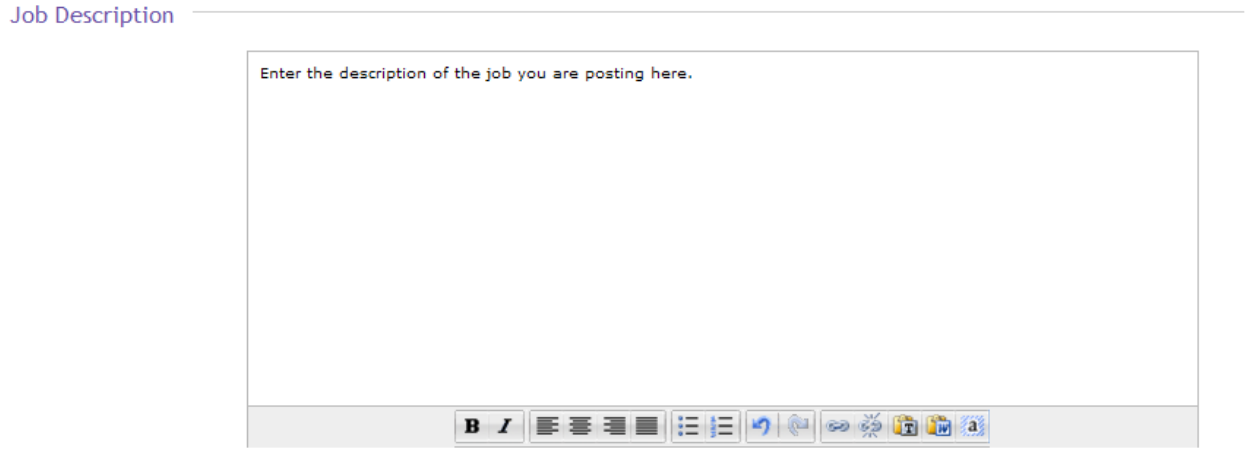
application deadline, put in the end of the Work Study term. **Please note:** your position will also disappear from student view once all positions are filled.

Job Details:

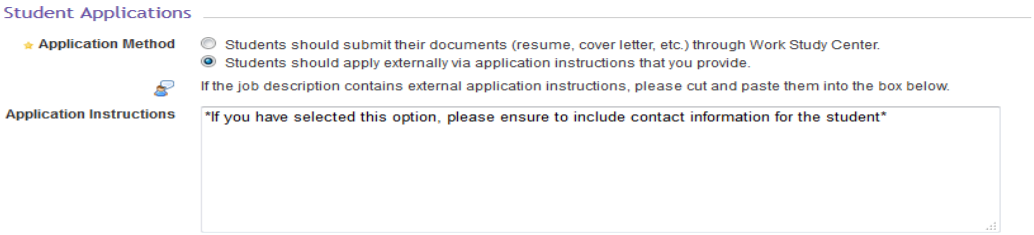
- Department: Choose from the departments available to you the one your job best fits under.
- On Campus: Indicate if the job is locaed on or off campus and enter the specific location below.
- Job Title: Enter a title that best describes the job you are posting.
- WS Term: Select the term that applies to the job from the drop down menu.
- Job Start Date: Enter the date your job is to start (not prior to the start of term).
- Job End Date: Automatically defaults to the end of the Work Study term. **Please Note:** If your job ends prior to the end of the Work Study term, you are required to complete an online termination: please see *Terminating a Work Study Student* section.
- Job Category: Choose from the dropdown a category that best suits your job.
- City: London
- Province: Ontario
- Country: Canada
- Number of Positions: Enter number of students you wish to hire.
- Internal Referene Code: Disregard
- Salary Range: Enter the current rate as indicated to the right of the box.



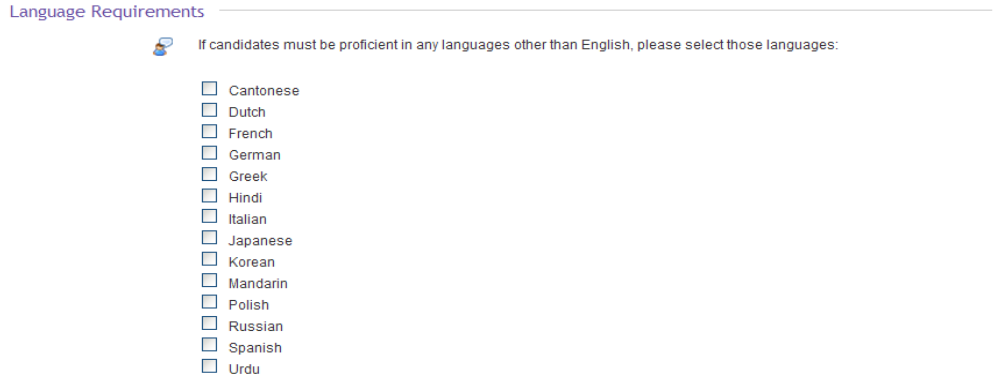
Job Description: Enter the description of your work study job.



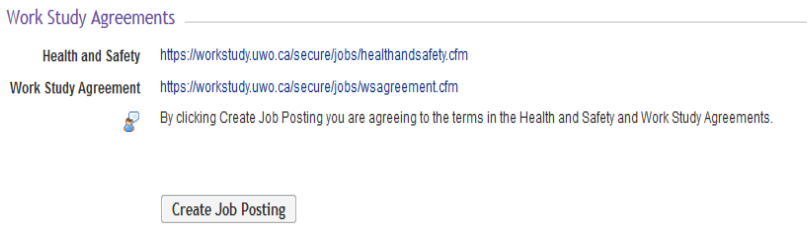
Student Applications: Choose how you would like the students to apply to your position: through the Work Study Center or through another method as outlined in the Application Instructions



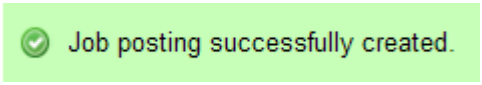
Language Requirements: If your position requires the student to be proficient in any languages other than English (eg. French), please select those languages below.



Work Study Agreements: Please read the linked documents before clicking the Create Job Posting button. By clicking Create Job Posting you are agreeing to abide by the mandatory Health and Saftey requirements for Work Study students as well as the Work Study Agreement.

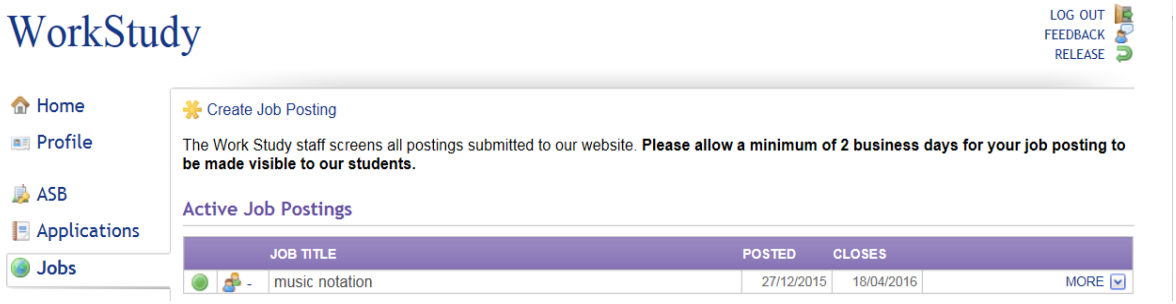


Create Job Posting: After clicking Create Job Posting you should see this message at the top of your screen.



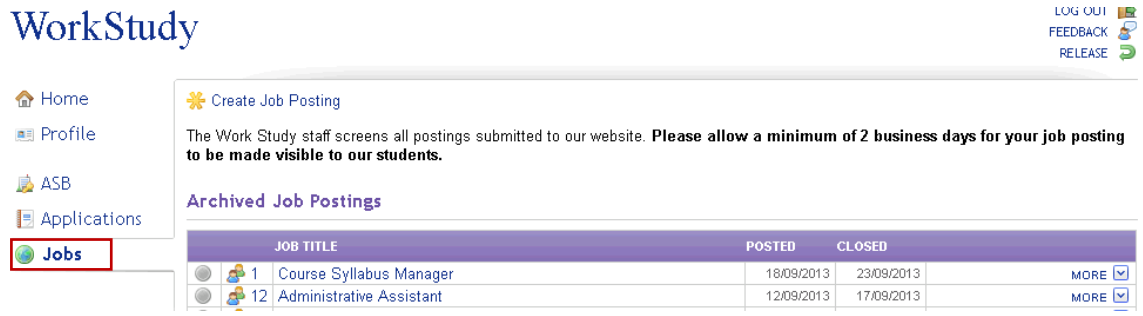
It can take up to 2 business days to have your posting reviewed and approved by our office. Until your posting has been approved it will not be visible to work study students. Once it has been approved, it will appear under the Active Job Postings in your Jobs menu as well as on the job listing database in the Work Study Center for work study students to view.

You can view the status of your job by checking your Jobs tab.

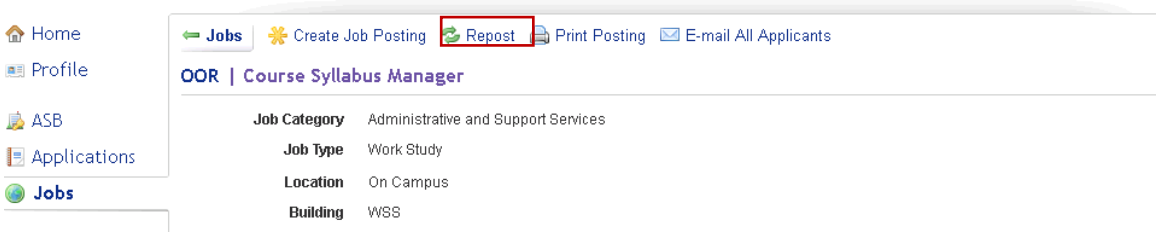


6.0 Reposting a Previous Work Study Position

Go to Jobs on left side of the screen.



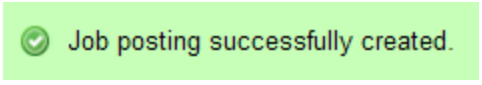
Select the position you would like to repost by clicking on it. Once in the correct posting, click the Repost button on the top Menu.



Your posting will now be in edit mode so that you can update/change any pertinent information. When reposting a position for a new term, remember to update all dates accordingly.

Please ensure that you stay within the appropriate Job Start and Job End dates for the term in which you are posting your position. Text on the right hand side of those fields will let you know the first and last days students can work in a work study position. Once you have edited all of the necessary fields to update your posting, you will resubmit your job by clicking on the Create Job Posting button at the bottom of the page.

You will receive the following confirmation that your posting has been successfully updated:



Your posting will now appear in Pending status on your Jobs menu until it is approved.

7.0 Hiring a Work Study Student

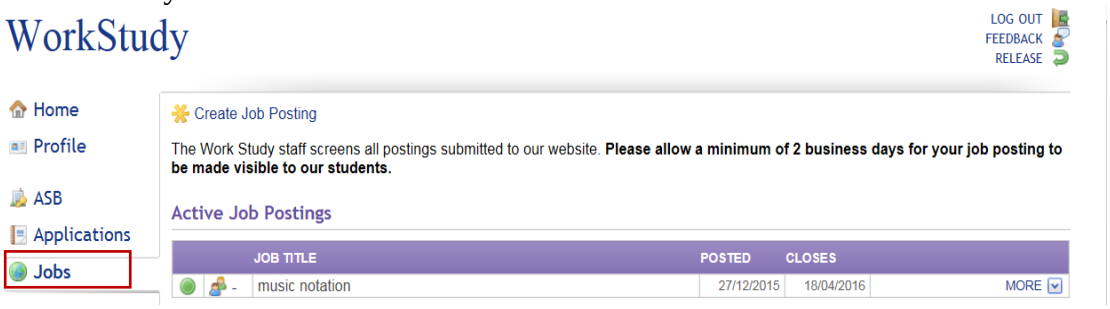
An individual that has an employment relationship at the University can be delegated to create the job posting; however, the supervisor must sign into the Work Study Center and hire the student to complete the recruitment transaction. *This step cannot be delegated.

As soon as the hire is completed in the Work Study Center the following actions occur:

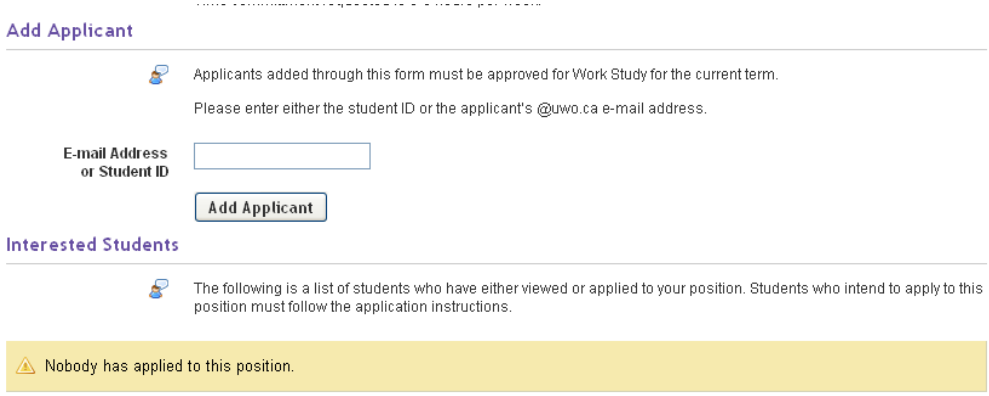
1. The student's personal, job and payroll information is automatically set up on the Human Resources system using the information gathered in the Work Study Center.
2. The student will receive an email that summarizes the job information and identifies the Supervisor and the department Work Study Administrator.
3. The Supervisor will receive an email identifying the Work Study Administrator(s) who will be the contact person(s) for submitting the student's hours worked.
4. The Work Study Administrator will receive an email summarizing the hire details, including both student and Supervisor information.

Procedure:

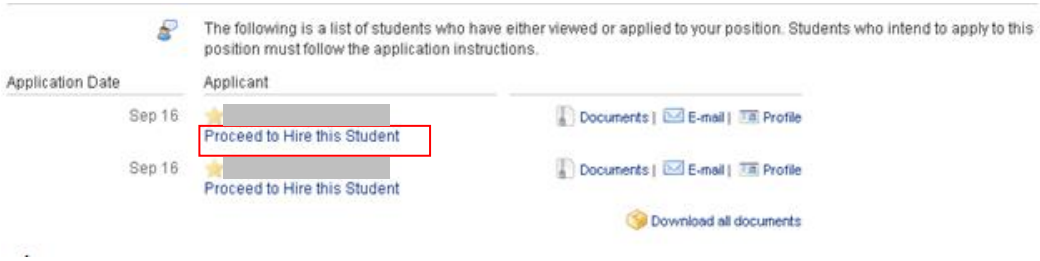
Go to Jobs on your left menu



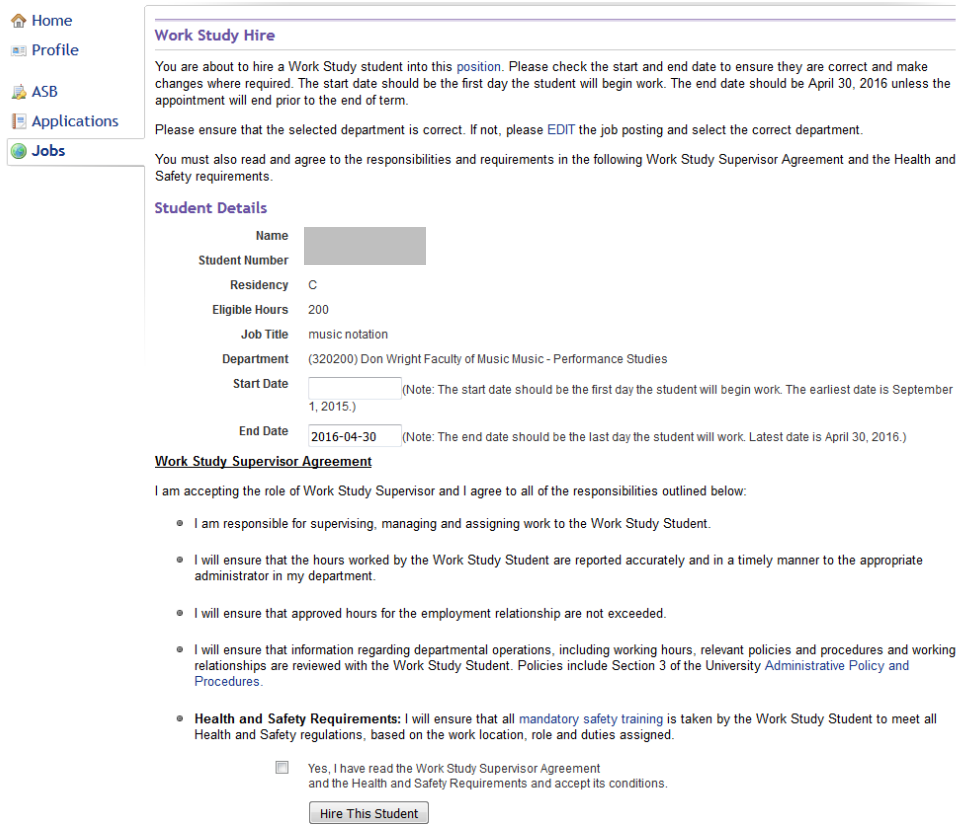
Click on the job into which you would like to hire the student. If the student's information is not listed in the Interested Students section you will need to add the student in the Add Applicant section. You can use either the student email address or the student ID to add the student.



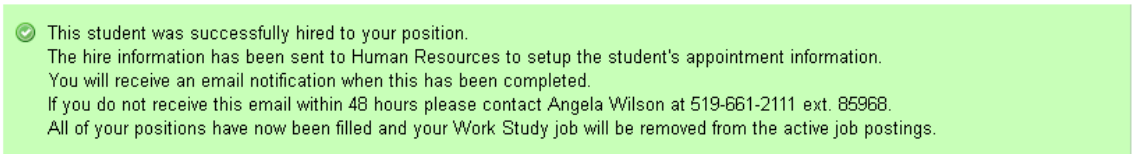
After adding the applicant you should see their information appear on your list below (this might take several minutes). Click **Proceed to Hire this Student** under the student's name to continue.



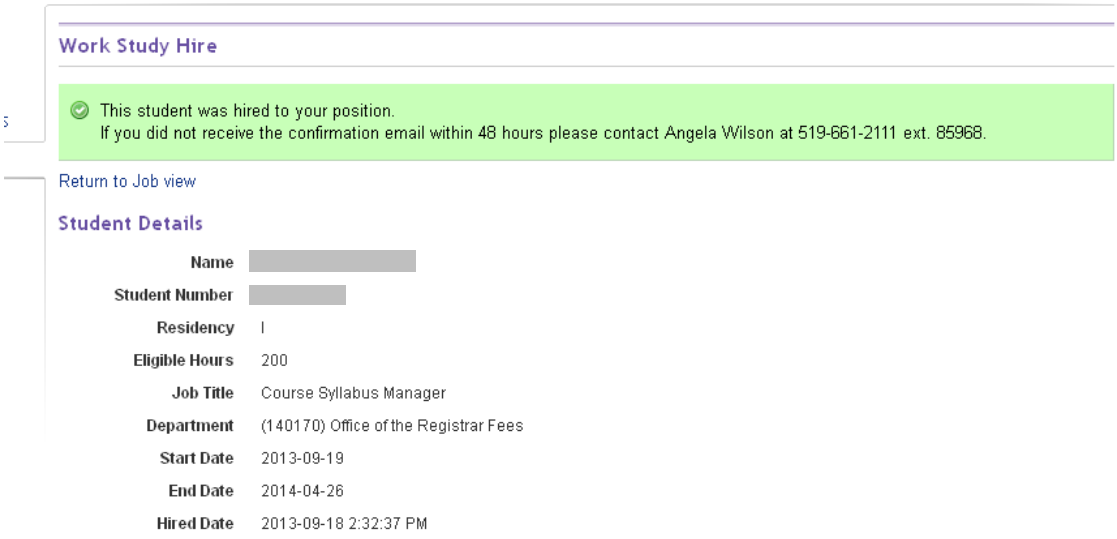
Next read the instructions that appear, make any required changes to the Start Date and proceed to the bottom of the page to accept the conditions and complete the hiring transaction.



After successfully hiring a student you should see a confirmation appear on your screen like below. You will also receive a hiring confirmation email from Human Resources within 24 hours. If all of your positions have not been filled you will not see the last sentence until your positions have been all filled.



You will be redirected to a page summarizing your hire details. To return to Job view, click on the link.



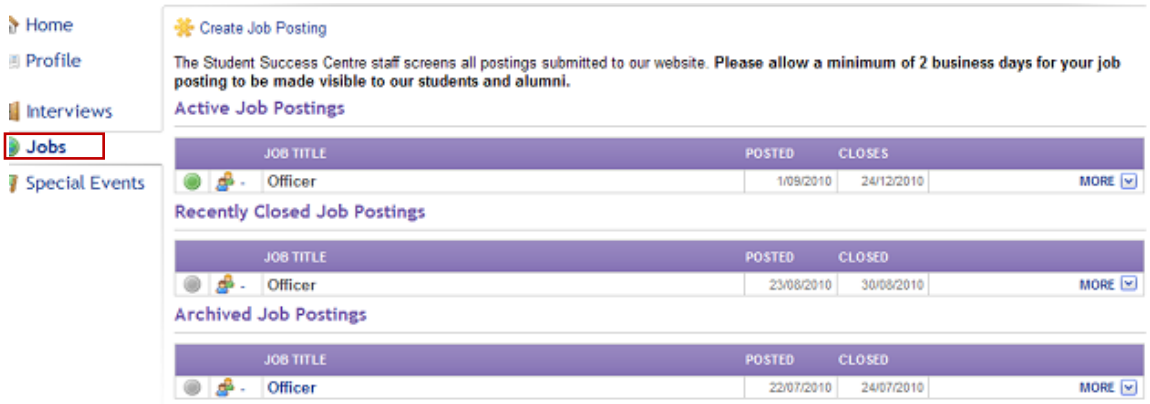
8.0 Terminating a Work Study Student

Terminating a Work Study position is a two-step process:

1) The Supervisor must complete the termination through the Work Study Center – instructions below.

2) The Work Study Administrator must send a paper Termination Notice to Human Resources – to find this form please refer to Human Resources.

Step 1: To complete the termination in the Work Study Center go to Jobs on your left menu



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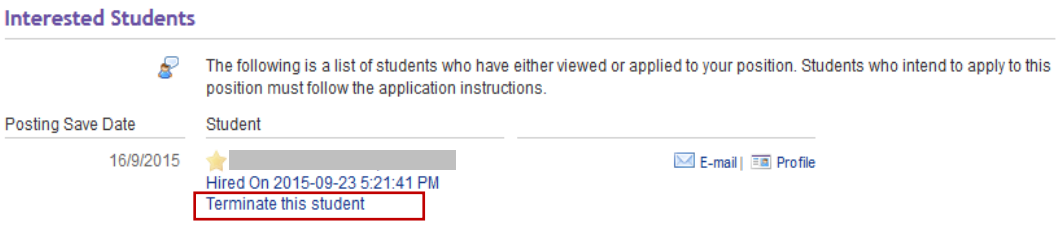
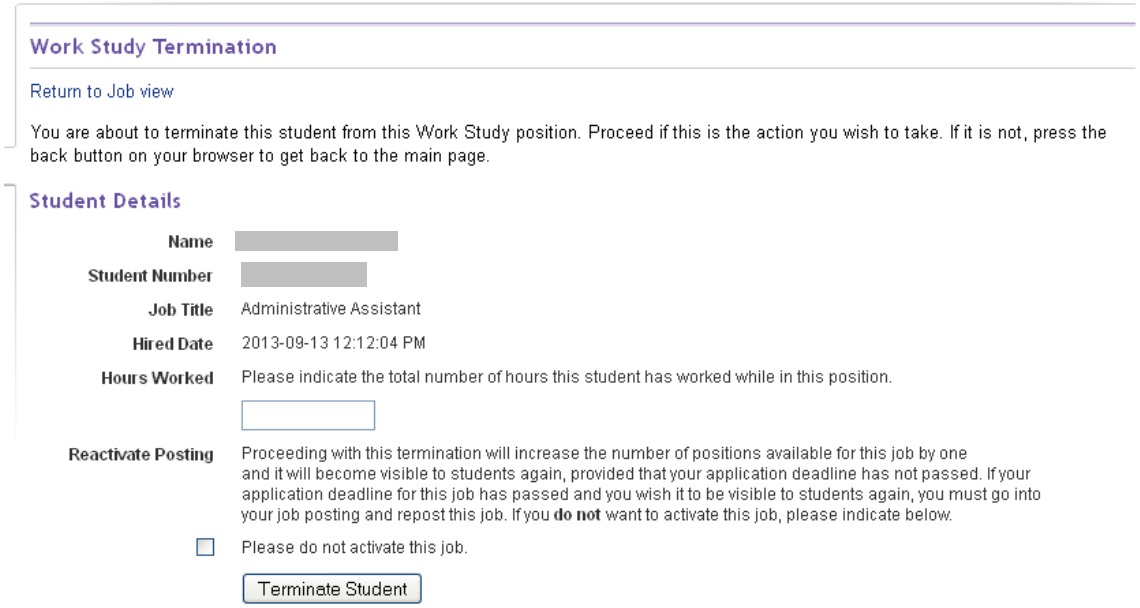
Click on the job you would like to terminate the student from. You will find the student listed in the Interested Students section.

Click **Terminate This Student** under the name of the student that you wish to terminate.



You will then be directed to the Work Study Termination page where you will enter the total number of hours the student worked while in the position and then you will submit the termination request.



You will receive a confirmation email letting you know that the termination was successfully completed and reminding you to have the Work Study Administrator submit a Termination Notice to Human Resources.

If you experience any problems with the Work Study Center please contact Dahlia Shahatto at wstudy@uwo.ca or at 519-661-2111 extension 85968.