MEMORANDUM

To: All Departments

From: Student Financial Services

Subject: WORK STUDY PROGRAM

Please review the attached package for important information on participation in the University of Guelph Student Financial Aid and Ontario Work Study Program. As you know, the aim of the program is to help financially needy students meet their educational costs by working part-time on campus during the academic year. This program provides benefits to both the students and the hiring departments involved as they work toward meeting operational objectives.

We look forward to your participation in this program. You may contact us at extension 56738/62319/52309 or e-mail at awards@uoguelph.ca if you have any questions.

Attachments:
WORK STUDY PROGRAM
EMPLOYER APPLICATION PACKAGE

This application has three parts:

1. **Job Submission and Participation Agreement** – (deadline to submit new positions for the fall/winter is the second Friday of September and second Friday in May for summer positions)

   The agreement outlines the details of the job you are submitting and the responsibilities of your department with Student Financial Services. Complete one agreement for each job you are submitting. If you have several openings for the same job, indicate the number of positions on the form.

   Return the completed agreement to the Awards Office, c/o Student Financial Services, Level 3, University Centre. The job details will be entered into the work study job inventory and posted on our web site. Keep a photocopy of the completed agreement for your records.

2. **Hiring and Payroll Procedures**

   There are some procedures which must be followed in order to make the program run smoothly. Copies of the procedure should be given to those who are involved in hiring and paying work study students (see attached).

   The job you submit will remain in the job inventory until such time as a work study student is hired. However, your job does not get deleted from our website. It remains on the website as a closed position. Therefore, should you hire a student who has been approved for work study, **PLEASE ADVISE THIS OFFICE THAT THE JOB HAS BEEN FILLED AND WE WILL CLOSE THE POSITION.** This will alleviate unnecessary time and effort for both you and job-searching students!

3. **The Confirmation of Employment Form**

   Print off and complete this form for all Work Study students you hire. This form is used for the reimbursement at the end of each semester. Prior to 2010, students would bring this form with them to the hiring department, but that practice no longer exists. Students will be sent an email from Student Financial Services confirming their approval. It is the departments’ responsibility to complete this form and return it to SFS.
PARTICIPATION AGREEMENT
Deadline to submit new positions for fall/winter is the second Friday in September and summer positions is the second Friday in May

This is an agreement between ________________________________ of
Supervisor
______________________________ and the Student Financial Services Office.
Department

1. The Department ensures that the attached job vacancy meets the following criteria:
   - is on or near the University campus
   - will accommodate a student’s academic schedule
   - does not displace a full-time or part-time employee
   - does not contravene any institutional union agreements
   - does not generate a profit for the beneficiary or promote a specific or religious point of view.

2. The Department will make hiring decisions, without discrimination on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed (religion), sex, sexual orientation, disability, age, marital status, family status, record of offences and pardoned federal offences, in accordance with human rights legislation.

3. The Department will provide all resources for the job location, materials, equipment, training, supervision, evaluation and any expenses incurred for travel, etc.

4. The Department and the Student Financial Services Office will follow the hiring and payroll procedures described in the application package. Read them carefully.

5. The Department will pay benefits as required by law. 4% vacation pay will be paid by the department for all participants. In some cases, it will be necessary to pay the employer portion of Canada Pension Plan and Employment Insurance premiums.

6. The Department and the Student Financial Services Office may, upon consultation, terminate this agreement.

7. Approval for participation in the program does not guarantee that the job will be filled.

8. Departments will be reimbursed to the coding provided for 75% of the wages paid to the student up to a maximum $1105 per semester.

Dept. Authorization: ________________________________________
Signature of chair or department head __________________________
Date ____________________________________________________________________
Print Name of chair or department head ________________________________

Student Financial Services Authorization: ____________________________
EMPLOYER JOB SUBMISSION FORM (deadline second Friday in September)

<table>
<thead>
<tr>
<th>Supervisor:</th>
<th>Tel:</th>
<th>E-mail:</th>
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<tbody>
<tr>
<td>Payroll Contact:</td>
<td>Tel:</td>
<td>E-mail:</td>
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<tr>
<td>Department:</td>
<td></td>
<td>Location:</td>
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<table>
<thead>
<tr>
<th>Job Title:</th>
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<tbody>
<tr>
<td>Number of Positions:</td>
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<td>Preferred Hours:</td>
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Job Duties:

Qualifications and/or Academic Background:

Please e-mail completed form to: awards@uoguelph.ca or return to Student Financial Services, University Centre, Level 3.
HIRING PROCEDURES

Please read these procedures before interviewing students. If you have questions please call Student Financial Services at extension 56738/52319/52309 or e-mail awards@uoguelph.ca

- Interested students apply to Student Financial Services by completing a work study financial need assessment form. Students must apply and be approved every Fall/Winter term and Summer term annually. The deadline for applying is the third Monday in January for fall/winter and winter only. The summer deadline is the third Friday of every June.

- Student Financial Services determines the eligibility of students based on their financial need. The student must be registered in a minimum of 60% course load (minimum semester credit weight of 1.50) to remain eligible for the work study program. If a student at any point drops below this, he/she will no longer be eligible for work study.

- Approved students are sent an email advising of the semester(s) and amount for which they have been approved for. They are advised to take a copy of the email notification with them to the hiring department. Once the student has been hired, the department will complete and return the ‘Work Study Confirmation of Employment Form’ to Student Financial Services, 3rd Floor UC, Fax 519-823-9421. This is the only way Student Financial Services becomes aware a student has been hired within a department. Reimbursement at semester end will not be possible if the proper paperwork is not received by SFS. The Confirmation of Employment Form can be found here: http://www.uoguelph.ca/registrar/studentfinance/index.cfm?downloads.

- The student should meet the departmental payroll administrator. Student should be paid bi-weekly through the university’s normal hourly payroll system by the department. Student should not be paid for hours not worked during that time period.

- Promptly inform the person in your department responsible for payroll that you have hired a work study student. Make sure that person has a copy of these procedures.

- The department should ensure there is a clear agreement on the hours to be worked. It should be emphasized that the first commitment of the student is to academic priorities.

- All departments will submit hours of work for all work study students in accordance with regular university hourly payroll guidelines.

- Please be aware that the department will not be reimbursed for any amount the student earns above the maximum award value.

- Student Financial Services fiscal year end is April 30th. Departments must ensure that all of their work study students’ hours be reported prior to this date. STUDENT FINANCIAL SERVICES WILL NOT REIMBURSE DEPARTMENTAL BUDGETS AFTER FISCAL YEAR END.

- Reimbursements will be restricted to the start and end of the terms, after the last day of exams. Fall only approval start the first day of classes and end last day of exams. Fall/winter approvals – start first day of fall classes and end last day of winter exams. Winter only start first day of winter classes and end last day of winter exams. Students can work days that fall outside of these perimeters, but the departments are not reimbursed for these hours through the Work Study Program.

- Students may not hold two work study jobs at the same time.
PAYROLL PROCEDURES

These procedures are designed to ensure that the student is paid and the department receives reimbursement of 75% of the student’s earnings. If you have any questions please contact Student Financial Services at extension 56032 or e-mail at awards@uoguelph.ca.

* You should be familiar with the information under “Hiring Procedures”.

* Complete an Employee Data form as you would for any employee. Use your departmental code for part-time employment. The rate of pay may vary depending on the department and job complexity.

* The payroll administrator/contact needs to complete the work study “Confirmation of Employment” form and return it to our office. Failure to do so will result in your department not being reimbursed.

* At the end of each semester, the Student Financial Services Office will reimburse the department according to the coding provided to a maximum of $1105 per semester. Please double check to ensure your departmental coding is correct.

Note: $20 per semester for each student is retained by the Student Financial Services Office to help cover the administrative costs of this program.
**Ontario Work Study Confirmation of Employment Form**

<table>
<thead>
<tr>
<th>Student’s Name:</th>
<th>Student I.D.:</th>
<th>Employee #:</th>
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<thead>
<tr>
<th>Undergraduate</th>
<th>International? Yes or No</th>
<th>Graduate</th>
<th>International? Yes or No</th>
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**Student’s Declaration**

I certify that the information contained on this form is true and correct. I will maintain a minimum registration of 1.5 credits (or 1.0 credits if registered with CSD) for the term covered by my Work-Study approval. I agree to notify Student Awards, by email, of any change to my study period status during the period covered by this application. I understand that it is an offence to alter or falsify any information contained on this sheet. I further understand that any changes made to the information on this sheet or failure to report changes in my registration status may restrict me from receiving work study in the future and may result in legal action being taken. I also understand that I may not hold more than ONE work study jobs at a time.

| X | | |

**Signature of Student**

| Date |

**Employer Information (Please complete this section in full)**

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<td>Job #:</td>
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- □ Salary per hour: $ ______/hour__________
- □ Weekly Appointments: Departments must report the total salary paid during the semester for students on a weekly appointment. Hours reported will include only the hours worked beginning the first class day up to the last day of exams. These dates apply for Graduate students as well. Departments must provide the Awards Office with an hourly wage and the total hours worked. Departments who do not provide this information by the last day of exams will not receive their reimbursement. IT IS THE RESPONSIBILITY OF THE DEPARTMENT TO REPORT THIS INFORMATION. The awards office will no longer be requesting this information.

Please indicate the expected term of employment (if there is a change to what is expected, please email the awards office with updated information):

- ○ Fall and Winter
- ○ Fall only
- ○ Winter only
- ○ Summer only

**Salary charged to (reimbursement coding):**

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<tr>
<th>Fund</th>
<th>Unit</th>
<th>Grant</th>
<th>Project</th>
<th>Object</th>
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<tr>
<td>65550</td>
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(26 Digit Reimbursement Code)

Departments will be reimbursed up to a maximum of $1,105/semester per semester. Please see the work study website for further reimbursement details.

**For Financial Aid Office Use Only**

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<thead>
<tr>
<th>Academic Year:</th>
<th>Confirm Work Study Period</th>
<th>Entered on xls:</th>
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This Form Must Be Signed By All Parties Involved And Returned To Student Financial Services, 3rd Floor, U.C., or by Fax 519-823-9421. Failure to return this form will result in non-reimbursement to the department for hours worked.