



The Purpose of the Program

- To assist our students by providing part-time employment opportunities to full-time students with demonstrated financial need.
- To encourage participation in research and campus life and allow for our students to develop skills and have enriching experiences.
- To assist and financially support faculty and staff with the administration of their campus programs and research.
- To assist in meeting the University's strategic plan of creating a vibrant and intellectually-stimulating culture.

Eligibility for Students

- Registered in an undergraduate or graduate program at The University of Winnipeg
- Registered in full-time studies (18 credit hours or more)
- Completed 24 credit hours at The University of Winnipeg (or equivalent)
- Have a minimum cumulative grade point average of 2.0
- Demonstrate financial need (shortage between your expenses and resources)
- Canadian citizen, permanent resident, protected person or an international student with a valid study permit

Department Procedures & Responsibilities

- Submit [Work Study Program Position Request Form](#) by **Saturday, August 31, 2024**. Provide as much detail as possible regarding duties and qualifications required. These descriptions will be reviewed by Human Resources who will assign them to the appropriate classification and pay rate.
- Project supervisors will be informed by late October/early November whether or not funding has been approved.

Additional Details

- Hours must be flexible to allow for students' academic schedules.
- Determine if the work is expected to be done remotely (working from home) and/or on-campus and include this information in the job description.
- Minimum wage in the Province of Manitoba is \$15.80 per hour as of October 1, 2024. Thus all positions must be posted at this rate or above.
- Project expenditures that exceed the budget allocation are the responsibility of the hiring department.
- Students are funded, not projects. Supervisors must hire eligible Work Study students or the positions will not be funded.
- Projects must not contravene existing collective agreements and cannot displace a regular University employee or position.
- Students must receive adequate supervision.
- All projects must be completed and payment authorizations submitted by **March 31, 2025**. Expenditures beyond this date are the responsibility of the hiring department.
- See [Work Study Program page](#) for more information regarding this program.

****CHECKLIST ON THE NEXT PAGE****

Checklist for Work Study Supervisors

Checklist Summary	
	Get your Work Study budget from Awards (late October/early November).
	Post your Work Study position.
	Ask student applicants for proof of Work Study eligibility.
	Verify that this student does not have another active Work Study role. Contact Awards.
	Offer position to a Work Study-eligible student.
	Complete and send HR forms to HRIS@uwinnipeg.ca to add student worker on MyHR. - Copy awards@uwinnipeg.ca in this email so we get the update as well.

Post your Work Study position

- **PSAC-AC** (Markers, Demonstrators, Tutors, TA's) or **PSAC-RC** (Research Assistants) positions will be posted on the Human Resources Employment webpage. **Students must [apply online](#).**
 - For (re)posting positions, please contact HR / [Elaina Stuart](#).
- **AESES** positions do not need to be formally posted. **Students may apply to you directly.**
 - Awards publishes the [Work Study Positions Listing](#). Updates will be sent to eligible students on a bi-weekly basis.
- **Questions?** [Contact your HR Consultant](#).

Ask student applicants to present their Notice of Work Study Eligibility (see [sample](#)).

Verify your hire with Awards Office

- Work Study students may hold one Work Study position during the work period only. If they have another role, the student must decide which role they want to pursue.

Complete HR forms to complete your hiring process

- Download hiring forms under the “Hiring” section of the [HR forms page](#). Remember!
 - Include your 5-digit Work Study account number.
 - Send hiring forms to HRIS@uwinnipeg.ca to finalize the hiring process.
 - Students can enter and supervisors can approve hours on [MyHR](#). Access to MyHR is granted once hiring forms are processed.
- **Update Awards Office** at awards@uwinnipeg.ca. We need to keep track of who has been hired. Please feel free to copy us in the email you send to HR with the hiring forms.

Important budget notes:

- Awards uses the average pay rate to establish the budget for positions classified with a varying pay scale. Depending on the step class of your student hire, there may be more or less hours available for your position than estimated. Check in with Awards Office for clarification.
- **Calculate your remaining hours by dividing your budget amount by the rate of pay + 16%** for additional costs (e.g., taxes, vacation pay, stat pay, etc.).
 - **Example:** The base rate of your position is \$15.80 and you have \$1000 budget. You have approximately 55 hours ($1000 / (15.80 * 1.16)$) in total.
- The bi-weekly pay date schedule can be found in the [HR forms page](#).
- Track your expenditures carefully. If you go over budget, you may have to cover the overage from your department budget. The assigned budgets are available to spend on Work Study employment until fiscal end – **March 31, 2025**. Awards will occasionally send updates as well.