



## **The Purpose of the Program**

- To assist our students by providing part-time employment opportunities to full-time students who demonstrate 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.
- Assist with meeting the objectives of the University's strategic plan by assisting with the creation of 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), and
- 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 **Thursday, August 31, 2023**. 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 mid-October 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 \$15.30 per hour as of October 1, 2023. 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, 2024**. Expenditures beyond this date are the responsibility of the hiring department.

# Checklist for Work Study Supervisors

## Posting the 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.** Your HR Consultant will be reaching out to you directly to confirm the posting details (i.e.: details of position, length of time posted, closing date, etc.).
  - PSAC positions are posted here: <https://www.northstarats.com/University-of-Winnipeg>
- **AESES** classified positions do not need to be formally posted. **Students may apply to you directly.** Awards does have a running list that gets updated every couple of weeks that students can check.
  - [Awards list](#) is located under "What positions are available for Work Study?"
- If you have any questions related to posting and hiring, please contact your HR Consultant: <https://www.uwinnipeg.ca/hr/who-is-my-hr-contact.html>.

## Before hiring a student:

- Verify student eligibility for Work Study with the Awards Office.
  - Send an email to [awards@uwinnipeg.ca](mailto:awards@uwinnipeg.ca) with their first name, last name and student ID number. We will respond within 2-3 business days at the latest. Once our office verifies that the student is eligible, you can offer the Work-Study position to the student.

## Complete HR forms to complete your hiring process:

- Download hiring forms under the "Hiring" section of the HR Forms page: <https://www.uwinnipeg.ca/hr/forms/index.html#Hire>.

	New Hire Packet for new Hourly/Contract Employees (CAS, Lab Instructors, Hourly AESES etc.)
	Employment Form for <b>AESES, IUOE, Excluded Hourly</b> Employees
	Employment Form for <b>Markers, Demonstrators, Tutors, TA's</b> (PSAC-AC) Employees
	Employment Form for <b>Research Assistants, Senior Research Assistants, Research Associates and Senior Research Associates</b> (PSAC-RC)

### Remember!

- Note on the Employment Form that this is a Work Study position.
  - Provide the New Hire Packet to your student employee to set them up on payroll. Once processed, MyHR can be used for logging and approving hours.
  - HR forms must be sent for processing to [HRIS@uwinnipeg.ca](mailto:HRIS@uwinnipeg.ca).
- Update Awards Office of who you hired by [email](#). Please include the student's ID and your 5-digit Work Study account number.

## Important budget notes:

- You will be / have been assigned with a 5-digit Work Study account number.
- Some positions were classified with a varying pay scale. In these cases, we chose the average pay rate to establish your budget. Depending on the step class of your student hire, there may be more or less hours available for your position than estimated.
- **Calculate your remaining hours by dividing your budget amount by the rate of pay + 16%.**
  - **Example:** The base rate of the position is \$15.30 and you have \$1000 budget, you have approximately 57 hours ( $1000 / (15.30 * 1.16)$ ).
- [2024 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, 2024**. Our office will occasionally send you updates as well.