Employer Guide to Work Study

Summer 2026

STUDENT AFFAIRS
Career Services

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Introduction

Queen's Work Study program creates part-time experiential learning opportunities for students with financial need. This program, which provides wage subsidies for on-campus units and non-profit organizations in Kingston, is offered jointly through Career Services and Financial Aid and Awards and is funded by Queen's University. These opportunities not only provide students with an important source of income, they also provide valuable experiences and opportunities for students to develop the necessary skills to succeed at Queen's and post-graduation.

Please note that Work Study subsidy is not guaranteed and is based on funding availability.

Updates for 2026-27 Academic Year

To better support Queen's Employers in hiring Work Study students, we are making minor updates to the Work Study hiring process. While we finalize information, we are currently accepting **funding requests** from Queen's Employers for Summer 2026 Work Study Positions.

Please complete the Work Study Request form to apply for a wage subsidy for part-time summer student roles. If approved, you may post your job in MyCareer on the **Work Study Job Board** or hire a student directly.

Note: Summer Work Study jobs posted on MyCareer will become visible to students starting March 15, but you may also post approved positions at a later time.

NPO Employers: Please check back for updates.

Questions?

Contact wkstudy@queensu.ca.

Getting Started

Important Dates

Feb 12   Queen's Employers can submit [Work Study Request form](#) for Summer 2026 positions
March 15   Students can start to view summer job postings on [MyCareer](#).
April 30   Last day students can work Fall/Winter term position
May 1   Students can begin Summer Work Study position
Aug 31   Last day students can work a Summer Work Study position.

Eligible Work Study Roles

- ✓ **Part-time positions** (approximately 7 hours per week if employed for the full term)
- ✓ Positions with a **Queen's University department/office** that have been approved for funding using the [Work Study Request form](#)

Queen's University

Work Study positions are not a replacement for staff roles and responsibilities. Work Study positions should be designed to enhance the unit's programming and to support students' skill development in addition to their academic experiences.

Departments wishing to hire students through the Work Study program are responsible for first ensuring these arrangements comply with all provisions of Queen's collective agreements and HR policies. Contact your HR Advisor prior to submitting a job posting should you have any questions.

Please also note that student roles, including Graduate Teaching Assistants, Graduate Teaching Fellows, Graduate Research Assistants, and JD and MD Teaching Assistants at Queen's are covered by the PSAC Unit 1 collective agreement. Additional information can be found on the [Faculty Relations Webpage](#).

Non-Profit Organizations

Please check back for updates.

Eligible Students

Students that meet the following criteria are eligible for Work Study Positions:

- ✓ Current Undergraduate and Graduate students
  - o Must be registered in a full-time academic load for fall/winter term (9.0 credit units or higher per term) or 40% of a full course load for students with disabilities
- ✓ Domestic and International Students
- ✓ Confirmed as Eligible for Work Study from Financial Aid and Awards based on demonstrated financial need
  - o Eligible students will receive email notification from Financial Aid and Awards
  - o Students who have not received an email notification can [apply online](#)
  - o Once students receive confirmation that they are eligible for Work Study, they will remain eligible until they are no longer a full-time student. Eligible students can apply for Summer Work Study positions as long as they remain active in a degree program at Queen's University.

Note: If a Work Study Student discontinues their studies at Queen's, their Work Study position must immediately end and the Work Study Coordinator must be notified at wkstudy@queensu.ca.

Hiring Procedures

Hiring Work Study Students at a Glance
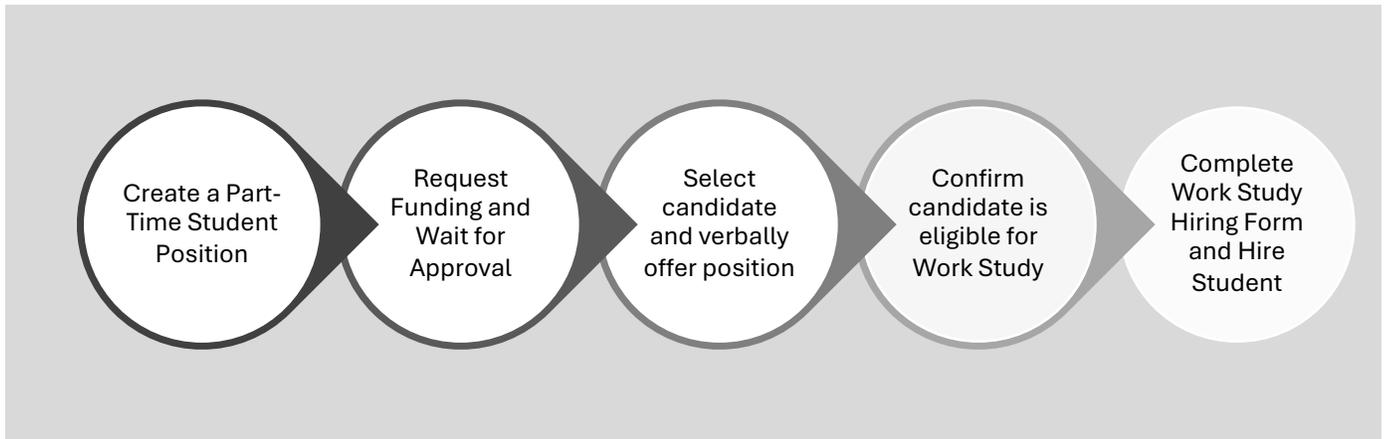
As the employer, **you are responsible for all steps in the hiring process**, including:

- ☐ Work Study Funding Request
- ☐ Receiving confirmation from Work Study Coordinator
- ☐ Finding a Candidate for Your Job
  - o Job posting
  - o Application review
  - o Interviewing
  - o Selecting a candidate
- ☐ Making a verbal job offer
- ☐ Confirmation of Work Study eligibility
- ☐ Ensuring the student has a Social Insurance Number
- ☐ Submitting the Work Study Hiring Form
- ☐ Providing a copy of the Work Study Hiring Form to the student for signature
- ☐ Setting up payroll for the student
- ☐ Coordinating start date, email access, and onboarding
- ☐ Updating the Work Study Coordinator if the number of hours changes by completing the Voluntary Audit
- ☐ Completing a Work Study Audit, if requested

Once you have selected your successful candidate(s), the next step is to make a verbal offer to the student and verify their Work Study eligibility status.

Work Study Funding Request

Complete the Work Study Funding Request form to apply for a wage subsidy for part-time summer student roles.

You will require the following information before completing the form:

- ☐ Employer Information (supervisor details)
  - o Queen's University Department
  - o First name
  - o Last name
  - o Phone number
  - o Email address
- ☐ Position Information
  - o Job Title
  - o Proposed start date
  - o Proposed end date
  - o Est # Hours/Week *(optional)*
  - o Est total # of weeks *(optional)*
  - o Total number of hours expected (hrs/week x # of weeks)
- ☐ Timekeeper Information (details of the individual how processes payroll in your department)
  - o First name
  - o Last name
  - o Phone number
  - o Email address
- ☐ Chart Field String
  - o Fund, Department, and Account to be used to send wage subsidy funds

A copy of the completed Work Study Funding Request form will be sent to the Work Study Coordinator for review and approval. **Do not post a job or hire a student until you receive confirmation from the Work Study Coordinator.**

A copy of the completed Work Study Funding Request will also be sent to the supervisor and timekeeper for their reference.

Receiving confirmation from Work Study Coordinator

The Work Study Coordinator will review your submitted Work Study Funding Request to verify availability of funding.

You will receive an email by March 11, or within approximately 2 business days for positions requested after that date, with confirmation and job number. Please take note of this number as you'll need it to hire the student.

Once confirmation is received, you can proceed with finding a candidate for your job.

Finding a Candidate for Your Job

- ✓ **Post your approved position** on the Work Study job board on MyCareer
  - o Job postings must include:
    - ▪ Job description
    - ▪ Required skills or qualifications
    - ▪ Application procedure (email directly or via MyCareer)

- Consider adding a requirement to provide proof of Work Study eligibility with their job application.
- If you do not already have access to MyCareer, register at: https://careers.sso.queensu.ca/employers/registration.htm.
- If you have a MyCareer ID and password go to: https://careers.sso.queensu.ca/home.htm.
  - If you don't see the Work Study job board when you login to MyCareer, please contact wkstudy@queensu.ca.

✓ **Hire directly** if you already have a candidate identified

Making a verbal job offer

Before formally offering a Work Study position to the student, you should communicate to the candidate that they have been selected for the position and ask if they intend to accept it. At this step, please be clear with them about the number of expected hours and advise them that this number could change. If the student has indicated that they wish to accept the position, you can proceed with the next steps in the Work Study hiring process.

Note: There is new Ontario Employment Standards Act legislation that requires you to notify all interviewed applicants of the hiring decision within 45 days of their interview (or final interview). Visit Queen's HR Intranet for more information.

Confirmation of Work Study eligibility

It is your responsibility to ensure the student has Work Study eligibility. You may ask your student to forward the email confirmation they received from Financial Aid and Awards as part of the application process, or when you make your verbal job offer.

Wage subsidy will not be paid for positions filled by students that do not have Work Study Eligibility.

Ensuring the student has a Social Insurance Number

To work on campus in the Work Study Program, students MUST have a Social Insurance Number (SIN).

International students can find out more about getting a Social Insurance Number (SIN) on the Queen's University International Centre website

Submitting the Work Study Hiring Form

Once you have confirmed the student's Work Study eligibility for your approved Work Study Position, you may proceed with completing the Work Study Hiring Form. The link to the form and job number will be sent to you with your Work Study Funding Request approval.

You will require the following information before completing the form:
- ☐ Confirmation of student eligibility
- ☐ Confirmation that the student has accepted the position
- ☐ Employer & Position Information (supervisor details)
  - Queen's University Department
  - Supervisor Name

- o   Supervisor Email address
  - o   Job Number *(sent with confirmation)*
  - o   Job Title
  - o   Proposed start date
  - o   Proposed end date
  - o   Estimated # of hours per week *(optional)*
  - o   Estimated total # of weeks *(optional)*
  - o   Total # of hours expected
- ☐   Student Information
  - o   First name
  - o   Last name
  - o   Student number
  - o   Phone number

A copy of the completed Work Study Hiring form will be sent to the supervisor, timekeeper, and student for their reference.

Providing a copy of the Work Study Hiring Form to the student for signature

Please review the Work Study Hiring form with the student and have them sign a copy. **It is the employer's responsibility to retain a copy of the signed agreement.** If audited, you will be required to submit a copy of this signed agreement with the audit form. Employers who cannot produce the required documentation during audit may be prohibited from participating in the Work Study program in the future.

Setting up payroll

Work Study students are paid employees of your unit. **The supervisor and timekeeper are responsible for all Human Resources tasks, including setting up payroll for the Work Study Student.**

Work Study students are categorized as casual hourly employees at Queen's. All policies and procedures for casual hourly employees (including Queen's Payroll Services deadlines) also apply to Work Study students. For Work Study students hired at Queen's, you must enter the biographical data into PeopleSoft to obtain an employee number and Staff NetID.

Students complete timesheets and give them to their supervisor for approval. Students then submit their approved timesheet to the unit's timekeeper for processing.

Timekeepers: set agreement up in PeopleSoft at $17.60 per hour. The system will automatically add 4% vacation pay. All Work Study students receive this wage and cannot be paid at a higher or lower rate.

Observed Holiday Pay

Please note that the following Queen's Policy applies to Work Study students and should be used where applicable. If you have questions, please contact Human Resources.

- **Public Holidays:** Most employees are entitled to take the following ten public holidays off with public holiday pay: New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving Day, Christmas Day, December 26 (Boxing Day)

- **Qualifying for Public Holiday Entitlements:** Generally, employees qualify for public holiday entitlements unless they fail, without reasonable cause, to work Their entire regularly-scheduled shift before or after the public holiday; or their entire shift on the public holiday if they agreed or were required to work that day.

  Public holiday pay is an amount equal to an employee's regular wages ($) earned in the four work weeks prior to the public holiday divided by 20.

- **How to record holidays on timesheet:** For a statutory holiday, no hours are recorded for that day. For an extra day off issued by the Principal, record the number of hours the student was scheduled for that day.

Coordinating start date, email access, and onboarding

For most onboarding, supervision, and other employment related matters, please follow your normal HR procedures. If you have questions, contact your HR Advisor.

It is the supervisor's responsibility to negotiate start date and scheduling, and to ensure the student has the tools and online access required to do their job.

Onboarding and Training

Mandatory Training

The following training components are mandatory for all Queen's University employees and should be completed during paid work hours. All modules for training are available online using the student's **Employee NetID** and password through the University website. If the student has already completed this training at Queen's, they do not need to complete it again.

1. [Health and Safety Awareness Training](#)
2. [AODA Training Suite](#)
    - Accessible Customer Service Module (required)
    - Human Rights 101 (required)
    - Access Forward (required)
3. [Working Together](#)
4. [It Takes All of Us: Staff and Faculty](#)
5. [Harassment and Discrimination Training (Video module)](#)
6. El Wraparound – See [EL WrapAround section](#) of this document

Hours of Work and Wages

Employers are reimbursed 75% of wages paid to Work Study Students up to a maximum earning of $2000 per term (maximum reimbursement of $1500 for the Summer Term).

The hourly wage for all Work Study roles starting in Summer 2026 is $17.60/hour, plus vacation pay. Vacation pay and benefits must be wholly paid by the employer.

For the 2026 Summer Term, the maximum number of paid hours covered by Work Study wage subsidy is 113 hours

When you hire a Work Study student, you, as the employer, must indicate to the student approximately how many hours will be available. The Work Study Agreement must indicate the total number of hours that the student is hired for.

Students with More than One Position

If for any reason the student is not getting the amount of hours that were agreed upon, or there has been a change and it doesn't look like the number of hours that were agreed upon will be available, students have the liberty to find more than one job as long as the combined total amount of hours does not exceed the maximum indicated above.

In the instance that a student finds a second Work Study job, the student will need to notify and gain the consent from the original employer. The original employer needs to send an email to the Work Study Program Coordinator confirming agreement and indicating the number of hours they will use. The remaining number of hours will be available for the other department.

Reimbursement

The Work Study Program reimburses **75% of paid wages up to $2000 per term** (maximum reimbursement of $1500)**.** Wage reimbursement will not exceed the hours noted in the completed Work Study Funding Request Form. If you provide a lower expected number of hours on the completed Work Study Hiring Form, you will be reimbursed based on this lower number of hours.

The hourly wage for all Work Study students is $17.60/hour (effective Fall 2025).

As the employer, you are expected to pay 25% or $4.40/hour, plus 4% vacation pay and all benefits (~11%). The Work Study subsidy does not cover the employer's regulated deductions, i.e. Canada Pension Plan (CPP), Employment Insurance (EI), Employment Health Tax (EHT), or Worker's Compensation (WSIB).

Calculating Reimbursement

In the Work Study Agreement form, you will indicate the Estimated # of Hours/Week and Estimated Total # of Weeks the student will work. To calculate your reimbursement:

- **(**(Est # Hours/Week) x (Est total # of weeks) x ($17.60/hr)**)** x 75%
- If the total is greater than $1500 for one term, you will receive the maximum reimbursement amount.

Ex. If you plan to hire a student for a total of 17 weeks at 8 hours per week:

- **(**17 x 8 x $17.60**)** x 75% = $1,795.20
- This is greater than the maximum reimbursement amount, so you will receive $1500 in wage subsidy.

Ex. If you plan to hire a student for the combined Fall/Winter term for a total of 10 weeks at 7 hours per week:

- **(**10 x 7 x $17.60**)** x 75% = $924
- This is less than $1500, so you will receive $924 in wage subsidy

Queen's University Employers

Queen's University employers will receive reimbursement via journal entry to the account code provided in the Work Study Agreement. You will be reimbursed near the start of the work term based on the lesser of the number of hours indicated in your approved Work Study Funding Request and Work Study Hiring Form, up to the maximum of $1500 per student, per term.

If you are unable to offer the full number of hours indicated in your Work Study Agreement, please complete the [Voluntary Audit Form](#) as soon as possible. Any excess subsidy must be paid back.

At the end of the term, you may receive a random audit. If you are selected for an audit, you will be required to report the actual number of hours paid to the student and provide a copy of the Work Study Agreement signed by the student. To validate the number of hours paid, you will need to provide a report from PSHR showing the payment to the student over the relevant time period (F/W or Summer). If the audit indicates that the student has not received the full number of hours indicated on the Work Study Agreement, and the Work Study Coordinator has not previously been notified, your department may lose access to the Work Study Program for future years.

Non-Profit Organizations

Non-Profit Organizations will receive reimbursement via cheque at the end of the term. **To receive the wage reimbursement, the organization must complete the mandatory audit.**

Through the audit, you will be required to report the actual number of hours worked and total wages paid to the student and provide a copy of the Work Study Agreement signed by the student.

Work Term and Supervision Process

Supervision

When supervising student staff, effective onboarding and supervision processes are important for both the student and the supervisor. Effective onboarding and supervision processes, and clarity in roles and responsibilities and reporting structures, reduce the time it takes for students to reach desired productivity levels, improve their overall performance and learning experience, and increase the student's sense of belonging in a new learning environment.

Visit the [Experiential Learning (EL) Hub](#), and review the Experiential Learning (EL) WrapAround information below for tipsheets and resources for supervisors.

Mandatory EL WrapAround

Adding an Experiential Learning framework to student roles is an important opportunity for students to develop essential skills and knowledge that complement their academic degrees and help prepare them to have impact in their future careers. With the support of trained supervisors, students can reflect on the skills they are developing and how these experiences are contributing to their career development.

Supporting Experiential Learning in these contexts is an important way to meet the University's goal of providing students with opportunities to expand their knowledge and experience personal growth through reflective thinking and co-curricular involvement.

By creating and facilitating student reflection and dialogue in the workplace, supervisors help students make deeper connections to the workplace, increasing their investment in the experience. This in turn produces higher quality work, and students are found to be more committed to their role and the university. The Experiential Learning WrapAround requires only a minimal additional investment of your time to make a significant impact on students' learning and professional development. Thank you for being a part of this initiative – you are making a significant difference for our students.

New this year! Online Format, Sustainable Development Goals (SDGs) and Reflection on Impact

To help streamline the process for staff and students, and to create more opportunities for students to engage with skill and career development content, we have designed two online modules and updated the EL WrapAround Reflection Form.

- [EL WrapAround Module 1](#)
- [EL WrapAround Module 2](#)
- [EL WrapAround Reflection Form](#)

All aspects of the EL Wrap Around will be completed via online links with no student or staff logins required. The EL Hub will monitor the online form workflow and will assist staff and students with any technical difficulties. You can reach out to the el.hub@queensu.ca to enquire about what stage a student has reached in the process (i.e. started the form but not submitted).

We are also introducing the United Nations Sustainable Development Goals (SDGs) as a mechanism to support student reflection on the impact they are having in their roles. Students will be introduced to the SDGs in Module 1 and provided with more examples and guided reflection on the relationship between their role and the SDGs in Module 2. We have added one SDG-specific reflection question (optional) on Part 2 of the EL WrapAround form. For more information about Queen's and the SDGs visit the [Advancing Social Impact website](#) and the [Queen's Career Guide for the UN SDGs](#)

Process

Complete the following process with your students throughout their role to support their experiential learning and skills development:

Step 1: Beginning of Role

- Share link to 'EL WrapAround Module 1' with students (use standard email in following section of this guide)
- Students work through Module 1 (approx. 20-30 min)
- Students fill out online 'EL WrapAround Reflection Form' in Cognito – email notification automatically sent to supervisor
- Supervisor receives email from Cognito with a link to the form; reviews form and discusses skill development goals with student
- Supervisor signs form. A PDF version of completed form is automatically sent to student and supervisor via the Cognito email notification system.

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Step 2: Throughout the Role

☐ Provide ongoing coaching and support to help the students be successful in their role and in reference to skills selected in Part 1

Step 3: Towards the end of the Role

☐ Share link to 'EL WrapAround Module 2' with students (use standard email in the following section of this guide)
☐ Students work through Module 2 (approx. 20-30 min)
☐ Students fill out online EL WrapAround Reflection Form in Cognito
☐ Supervisor receives email notification from Cognito with link to form; reviews form and discusses reflections with student
☐ Supervisor signs form; PDF version of completed form automatically sent to student and supervisor

Returning Students

If you are supervising a student who has completed the EL WrapAround modules as part of a previous role at Queen's, we recommend giving them the option to either re-do the modules, OR go straight to the EL WrapAround form. If going straight to the online form, please provide the student with the direct link to the form: https://www.cognitoforms.com/SmithEngineering1/_2526ELWraparoundReflectionForm

Supporting Student Reflection

To help you support the student's reflective process throughout their role, we recommend the following:

☐ Familiarize yourself with module content
☐ Review the Queen's Skills Cards so that you are familiar with the skills students will list on their reflection form
☐ When possible, meet with your students to discuss skill development
☐ 1 x at beginning of role (review Part 1 of Reflection Form, discuss skills chosen and development plan, sign off)
☐ 1 x mid-point (discuss progress on skill development; identify new tasks / skills required)
☐ 1 x end of role (debrief Part 2 of the Reflection Form, share insights into the impact they've had in the role
☐ Refer students to Career Services for more in-depth career development conversations
☐ Reach out to the EL Hub if you're interested in student workshops or supervisor supports

Email prompt to complete Part 1 of EL WrapAround - Beginning of Role

Note to Supervisors: Once students have started their role, copy/paste the following content and send as an email to all students under your supervision who will be completing the EL WrapAround process. Remember to update content with <mark>yellow highlight</mark> to reflect the specifics of the role/department and personalize/edit the email content where needed.

Subject: Get the Most from Your Role: Complete Part 1 of the EL WrapAround

Dear <mark>(student role/title/group),</mark>

You're about to begin the Queen's Experiential Learning (EL) WrapAround - a simple, two-part process designed to help you get the most out of your on-campus work or volunteer role.

Why it matters:

- You'll start by setting **personalized skills development goals** so your work here helps you grow in ways that matter to you.
- You'll finish with a **clear record of your achievements**, which can be turned into **resume bullet points**, **LinkedIn updates**, and **interview talking points**.
- Your supervisor will also keep a copy, so if you ever ask them for a **reference** for a job, grad school, or award, they'll have detailed examples ready to highlight your strengths.
- **Career Services** can help you use your reflection to prepare polished application materials, practice interview answers, and connect your role to your future goals.

Step 1 – Beginning of the Role

Complete "[Experiential Learning WrapAround Module 1"](#). At the end of the module, you'll fill out *Part 1 of the EL WrapAround Reflection Form* (online via Cognito).

You'll:
- Enter your supervisor's email address
- Select your program (i.e. Work-Study, SWEP, Other)
- Fill out a skills development chart

Once you hit "Submit," your supervisor will receive a copy, review it, and set up a meeting to discuss your goals.

Step 2 – End of Role

Near the end of your role, you'll complete Module 2 of the EL WrapAround and Part 2 of the Reflection Form, focusing on your impact and what you've learned. Your supervisor will again receive a copy and meet with you to discuss your reflections.

Each part of the process should take **about 30–45 minutes**.

Smith Engineering is supporting the transition to an online form with Cognito software. You may see "Smith Engineering" in the URL and receive Cognito emails from Engineering addresses.

The EL Hub monitors submissions, so **reach out to el.hub@queensu.ca or your supervisor with any questions**.

When you're ready, click here to access Module 1 and start setting yourself up for success, both now and in the future.

Email prompt to complete Part 2 of EL WrapAround – Near End of Role

Note to Supervisors: When students are nearing the end of their role, copy/paste the following content and send as an email to all students who completed Part 1 of the EL WrapAround. Remember to update content with yellow highlight to reflect the specifics of the role/department. role/department and personalize/edit the email content where needed.

Subject: Capture Your Impact – Complete Part 2 of the EL WrapAround

Dear (student role/title/group),

Congratulations, you're nearing the end of your role!

Now it's time for the final step in the EL WrapAround: **Module 2** and **Part 2 of your Reflection Form**.

Why it matters:

- You'll create a **clear record of your achievements**, with concrete examples of the skills you've developed.
- You can turn your reflection directly into **resume bullet points, LinkedIn updates, and interview talking points**.
- Your supervisor will keep a copy, making it easier for them to write you a strong, detailed **reference letter** for future jobs, grad school, or awards.
- You can bring your reflection to **Career Services** to get help polishing your application materials, practicing interviews, and identifying your next steps.

What to do now:
1. Complete EL WrapAround Module 2.
2. At the end of the module, open the EL WrapAround Reflection Form and **select 'Part 2'.**
3. Submit the form – your supervisor will get a copy and schedule a time with you to discuss your reflections.

The EL Hub monitors all submissions. If you have questions or run into issues, email el.hub@queensu.ca.

When you're ready to get started, click here to access Module 2 and finish strong by capturing your impact for the future.