

# Student Guide to Work Study

2025 – 2026



**STUDENT AFFAIRS**  
Career Services

## Table of Contents

<b>Introduction</b>	<b>2</b>
Updates for 2025-26 Academic Year	2
Questions?	2
<b>Getting Started</b>	<b>2</b>
Work Study Eligibility for Students	2
Important Dates	3
Eligible Work Study Roles	3
<b>Finding a Work Study Job</b>	<b>3</b>
Search for jobs on MyCareer	3
<b>Accepting a Job Offer</b>	<b>3</b>
Confirmation of Work Study eligibility	4
Social Insurance Numbers	4
Work Study Agreement Form	4
<b>Starting your Work Study Position</b>	<b>5</b>
Expectations and Responsibilities	5
Employment Standards	5
Health and Safety	5
Accessibility and Accommodation	5
Workplace Discrimination and Harassment	5
Other Challenges	6
Mandatory Training	6
<b>Hours of Work and Time Off</b>	<b>6</b>
<b>Getting Paid</b>	<b>6</b>
Wages	6
Students Working with Non-Profit Organizations (NPOs)	7
Payroll System	7
Activate Your Employee NetID	7
Timesheets	7
Avoiding Common Problems	8
Not Getting Enough Hours?	8
Effect on Government and Queen's Financial Aid	8
<b>Ending Your Work Study Position</b>	<b>9</b>
<b>Experiential Learning</b>	<b>9</b>
Experiential Learning Model	9
EL WrapAround Benefits	9
How much time does it take to participate in the EL WrapAround?	9
How does the Experiential Learning WrapAround Work?	9
<b>Additional Support Resources</b>	<b>11</b>

# Introduction

The Work Study Program is offered jointly through Career Services and the [Financial Aid and Awards](#) Office and is funded by Queen's University. The objective of the Work Study Program is to provide an opportunity for students with financial need to receive priority for certain part-time jobs during their academic terms.

## Updates for 2025-26 Academic Year

To better support students, the Work Study Program has implemented changes, effective Fall 2025. Key changes include:

- **New terminology:** Students are identified as "Eligible for Work Study" rather than receiving a "Work Study Entitlement."
- **Continued eligibility while in full-time studies:** 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.
- **Increased wage cap:** The maximum wage students can earn under the Work Study program has increased to \$2000 per term (\$4000 for the combined Fall/Winter term).
- **Fall/Winter role start date:** Fall/Winter roles can now start as early as August 18 to allow for early training and on-boarding of new staff, as appropriate.

## Questions?

Contact [wkstudy@queensu.ca](mailto:wkstudy@queensu.ca).

# Getting Started

## Work Study Eligibility for Students

**Students with demonstrated financial need** are eligible for Work Study, if they meet the following criteria:

- ✓ Current Undergraduate and Graduate students
  - 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
  - Canadian citizens and permanent residents must be receiving a minimum of \$5,000 in government student assistance for the combined fall and winter terms
- ✓ Received email notification from Financial Aid and Awards
  - Students who have not received an email notification can [apply online](#)
  - 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. Incoming exchange students studying on a letter of permission at Queen's but

paying tuition and fees at their home institution are not eligible for the Work Study program.

**Important Note:** If a Work Study Student discontinues their studies at Queen's, their Work Study position must immediately end. It is the student's responsibility to notify both their employer and the Work Study Coordinator ([wkstudy@queensu.ca](mailto:wkstudy@queensu.ca)).

## Important Dates

July 15	Students can start to view fall/winter job postings on <a href="#">MyCareer</a>
August 18	Earliest date students can begin their Fall Work Study position
March 15	Students can start to view summer job postings on <a href="#">MyCareer</a>
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)
- ✓ Positions with a **Queen's University department/office** or **Local Non-Profit Organizations**

## Finding a Work Study Job

If you have received confirmation of Work Study Eligibility, you can apply to job postings through the [Work Study Job Board](#).

On-campus and local not-for-profit employers can also hire you without posting a position; your prospective employer should contact [wkstudy@queensu.ca](mailto:wkstudy@queensu.ca) to request Work Study wage subsidy before confirming your position.

## Search for jobs on MyCareer

- Log in to [MyCareer](#) with your Student NetID using SingleSignOn
- View job postings under the Work Study job board
- Follow the application instructions under each job posting

Please note: Operational need and student availability will influence the number of work hours available, up to the maximum provided by the program, which is posted on your signed agreement.

## Accepting a Job Offer

Before accepting a Work Study position, ensure you understand the offer completely. If you have any questions, this is the time to ask for clarification.

If you've applied to more than one position, be respectful of each employer while considering prospects and deciding to accept an offer. Once you have accepted a job offer, email other employers you applied to, where possible, to let them know that you are withdrawing your application from their hiring process

## Confirmation of Work Study eligibility

Your employer will need proof of your Work Study eligibility. Please forward them a copy of the email confirmation you received from Financial Aid and Awards.

## Social Insurance Numbers

To work on campus in the Work Study Program, you **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](#)

## Working Multiple Jobs

A student is permitted to hold more than one Work Study position as long as all involved employers agree, and the combined total hours associated with all Work Study jobs does not exceed \$2000 in wages per term (or \$4000 for fall and winter terms combined).

In the instance that you find a second Work Study job, you **MUST** notify and gain consent from the original employer. The original employer needs to send an email to the Work Study Program Coordinator at [wkstudy@queensu.ca](mailto:wkstudy@queensu.ca) confirming the agreement and indicating the number of hours they will use. The remaining number of hours will be available for the other department.

## Work Study Agreement Form

Your employer is required to complete a Work Study Agreement Form before formally hiring you. You will receive a copy of the form, including the following conditions of your Work Study position, by email from [wkstudy@queensu.ca](mailto:wkstudy@queensu.ca):

1. I will be paid the standard hourly rate of \$17.60 plus 4% vacation pay.
2. I will submit my time sheets to my supervisor prior to the payroll cut-off dates. A failure to meet these deadlines will result in my pay being delayed until the next pay period.
3. I will remain on the job until the end of any term in which I work including reading and exam periods
4. I will inform my employer and Career Services at least two weeks in advance of terminating my job.
5. I will notify my employer prior to normal reporting time if illness or other circumstances prevent my appearance at work.
6. I will inform the Work Study Coordinator immediately if my enrolment at Queen's University ceases to be full-time (as defined by OSAP) and, as a result, this agreement will be terminated.

Please review this agreement with your employer and sign a printed copy or digitally sign the PDF version of the agreement.

# Starting your Work Study Position

## Expectations and Responsibilities

At the start of a new position, it is helpful to get a clear understanding of expectations, responsibilities, and procedures on the job. Clarify your role with your supervisor at the beginning of the role, and throughout your time in this position.

If you need additional assistance, clarification of the purpose or goals of the Work Study program, or if you have any concerns, please contact the program coordinator at [wkstudy@queensu.ca](mailto:wkstudy@queensu.ca).

## Employment Standards

While working for an employer, several rights and responsibilities are protected and outlined in the Employment Standards Act. The Government of Ontario provides a helpful online "[Guide to the Employment Standards Act](#)".

## Health and Safety

Queen's University works to provide a safe workplace for all employees, including students in Work Study positions. Your employer will review health and safety information for your work situation. If you have questions about health and safety, do not hesitate to ask your supervisor. There is also information on the [Risk and Safety Services website](#).

## Accessibility and Accommodation

If you are a person with a disability, you have the right to request and receive accommodations to participate fully in the application and hiring process for a job, as well as to do the job once you are hired.

To receive accommodations, you must disclose to the employer that you have a disability that requires accommodation (and detail the specific accommodations that you require), but you are not required to disclose the specific nature or label of your disability. Career Services can assist you in preparing to discuss disclosure and accommodation requests in the workplace.

If you have questions about any of those topics, make an appointment to meet with a Career Educator and Coach. The [Career Services website](#) has resources for students with disabilities. Additionally, you can access resources and support through the [Accessibility Hub](#) and the [Human Rights and Equity Office](#).

## Workplace Discrimination and Harassment

The University is committed to preventing workplace discrimination and harassment and addressing and responding to any reports and complaints of harassment and/or discrimination in the workplace. Please see the [Harassment and Discrimination Prevention and Response Policy](#) for more information.

## Other Challenges

If an issue arises that has not been covered in this manual, please don't hesitate to reach out to the Work Study Coordinator. Our team can help you identify resources and options for next steps.

## 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 you have already completed this training at Queen's, you 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 Time Off

Each employer will have different processes for scheduling and coordinating your hours of work. It is your responsibility to know your schedule and to work during the agreed hours.

If you require time off for appointments, exams, or other personal reasons, you must request the time off from your employer. If you are not provided with guidelines for requesting time off, please ask your supervisor to share these processes with you.

## Getting Paid

Here is information on how the Queen's payroll system works and the necessary steps to avoid delays in getting paid.

## Wages

The rate of pay for Work Study positions starting in Fall 2025 is \$17.60 per hour, plus vacation pay.

## Students Working with Non-Profit Organizations (NPOs)

The payroll information listed below is for students working for on-campus Queen's employers. Students in Work Study positions with NPOs will be paid bi-weekly by the NPO following their payroll processes. Please confirm processes and required forms with your employer.

## Payroll System

All Work Study employees are categorized as casual employees and are paid bi-weekly. The timesheets should be provided by your Timekeeper.

It is the student's responsibility to provide [Direct Deposit banking information](#) in order to receive their casual pay via electronic funds transfer. You must activate your Queen's Employee NetID to access [MyHR](#), if you have not already done so.

Payroll Services also requires the TD1 (both provincial and federal) tax forms. They can be found at <http://www.queensu.ca/financialservices/forms/> under Payroll:

- Payroll - [Payroll - 2025 TD1 Fillable Fed Form](#)
- Payroll - [Payroll - 2025 TD1 ON Prov Fillable Form](#)

## Activate Your Employee NetID

To activate your Employee NetID, go to <https://queensu.ca/its/getting-started/staff>.

- Click the "Activate and Manage Your NetID" button and then the "Activate Your NetID" link on the next pages.
- In Account Type menu, Select "Employee"
- Enter your student number under "Employee #" (it is the same)
- Enter your birthdate
- Follow the rest of the steps to activate

Note: Your Queen's Employee NetID and your Student NetID may be the same. Contact Queen's ITS at (613) 533-6666 if assistance with account activation is required.

## Timesheets

You can access [timesheets](#) through the [Employee Tools SharePoint site](#).

A few tips:

- "Time Reporting – Reporting time for the two-week period of"
  - Select the first Sunday date of the time period you are reporting. The timesheet covers a two-week period and will automatically fill in the dates. Double-check that the dates are correct.
- "Time Reporting Code"
  - Select REG Regular Pay from drop-down menu.



- Please use one sheet for each pay period
- Submit your completed timesheets on time – ask your supervisor and/or departmental timekeeper to confirm when and how they would like your timesheets submitted to them.
- View [Queen's payroll webpage](#) for a schedule of when timecards are due and payment dates.

If you have problems getting paid, talk to your supervisor and/or your department's timekeeper. If a problem continues, contact the Work Study Coordinator at [wkstudy@queensu.ca](mailto:wkstudy@queensu.ca).

## Avoiding Common Problems

If you find that you have not received your deposit on the specified days, we recommend you take the following steps:

- Don't panic!
- Check that you submitted your timesheet on time and accurately.
- Ask your employer if your payroll was submitted by the cut-off date.
- If the deadline was met, [contact Queen's Payroll Services](#) to inquire about the delay.
- If you submitted your timesheet on time and accurately, but your employer missed the deadline and you cannot wait until the next pay date, you can ask your employer if they are aware that they can request an off-cycle rush cheque. This option has a service charge to the employer. You can refer your employer to Queen's Payroll Services if they are unclear about this.
- If you face any challenges in this process, you can contact the Work Study Coordinator at [wkstudy@queensu.ca](mailto:wkstudy@queensu.ca) for assistance.

## Not Getting Enough Hours?

When you were hired, your employer indicated approximately how many hours they were planning to hire you for. The number of hours/week and total number of weeks on your Work Study Agreement is the **maximum number of hours** for which your employer can receive wage subsidies. Operational need and your availability may influence the number of work hours available. Stay in regular contact with your supervisor about any possible changes to your schedule or theirs.

If for any reason you are not getting the number of hours that were agreed upon, you can discuss this with your employer.

## Effect on Government and Queen's Financial Aid

Earnings through the Work Study Program are considered taxable income and must be reported on your application for [government financial aid](#) (e.g. OSAP) and your [Queen's General Bursary](#) application.

If you submitted a government student aid application or a Queen's General Bursary application before you secured a Work Study position, you can update your application by providing the information, in writing, Financial Aid and Awards, [financialaid@queensu.ca](mailto:financialaid@queensu.ca).

# Ending Your Work Study Position

As your work term comes to an end, please let your employer know your last available day to work.

If you find you are no longer able to keep your Work Study position during your work term, you are required to give at least two weeks' notice to your employer. You are also required to let the Work Study coordinator know by emailing [wkstudy@queensu.ca](mailto:wkstudy@queensu.ca).

## Experiential Learning

### Experiential Learning Model

We use an experiential learning (EL) WrapAround to ensure you get the most out of your work experience. In the case of an on-campus work or volunteer role, this means reflecting on the skills you are developing through your role and how you can apply those skills in the future.

### EL WrapAround Benefits

Students and employees who engage in reflection see better outcomes. Being able to reflect on your strengths and areas of improvement will make you a more efficient and productive employee. Thinking further about where these skills could take you in the future will also help you to feel more engaged in your role.

### How much time does it take to participate in the EL WrapAround?

**Approximately 90 minutes over the course of the role is all it takes!**

Students will spend approximately 45 minutes at both the beginning and the end of their role, completing an online module and filling out the online EL WrapAround form.

### How does the Experiential Learning WrapAround Work?

**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 WrapAround 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.

We are also introducing the United Nations Sustainable Development Goals (SDGs) as a mechanism to support reflection on the impact you are having in your role. You will be introduced to the SDGs in Module 1 and provided with more examples and guided reflection on the relationship between your 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](#)

#### Step 1: Beginning of Role

- ☐ Work through 'EL WrapAround Module 1' (approx. 20-30 min)
- ☐ Fill out online 'EL WrapAround Reflection Form'
- ☐ Supervisor receives the form and discusses skill development goals with you
- ☐ Supervisor signs form; PDF version of completed form automatically sent to you and supervisor

#### Step 2: Throughout the Role

- ☐ Receive ongoing coaching and support from your supervisor

#### Step 3: Towards the end of the Role

- ☐ Work through Module 2 (approx. 20-30 min)
- ☐ Fill out online EL WrapAround Reflection Form in Cognito
- ☐ Supervisor receives form and discusses reflections with you
- ☐ Supervisor signs form; PDF version of completed form automatically sent to you and supervisor

# Additional Support Resources

Queen's offers a myriad of support resources to students. We've highlighted a few below, but there are many others; the [Campus Life section](#) of the Queen's website is a good place to look for other opportunities and resources.

## [AMS Walkhome](#)

Location: Queen's Centre (ARC)

Contact: (613) 533-9255

Walkhome can help you get to your destination safely by providing a friendly team to accompany you on your walk between locations in downtown Kingston at night. Call them to request someone to walk you home. Hours vary according to season.

## [Career Services](#)

Location: Gordon Hall, 3<sup>rd</sup> Floor, across from Mitchell Hall

Contact: (613) 533-2992

Career Services can help you at every stage of the job search process, from helping you decide what your interests and values are, to perfecting your resume. Check out the workshops, one-on-one appointments, peer support, job listings, and job fairs. See if you're qualified to gain more workplace experience with [Queen's Undergraduate Internship Program \(QUIP\)](#).

## [Faith and Spiritual Life](#)

Location: Mitchell Hall, 210

Contact: (613) 533-2186

Faith and Spiritual Life offers multi-faith, non-judgmental support for religious, spiritual, personal, and financial problems, concerns or crises.

## [Financial Aid and Awards Services Office](#)

Location: Gordon Hall, Room 125

Contact: (613) 533-2040

The Financial Aid and Awards Office administers a comprehensive range of financial aid programs to assist students in financing their Queen's education.

## [Four Directions Indigenous Student Centre \(4D\)](#)

Location: 144-146 Barrie Street

Contact: (613) 533-6970

Four Directions Indigenous Student Centre provides a variety of services and programs that support the academic and personal development of Indigenous students.

### [Human Rights Advisory Services](#)

Location: Mackintosh-Corry Hall, Room B 506

Contact: (613) 533-6886

Human Rights Advisory Services provides advice to Queen's community members concerning human rights issues arising at Queen's and advocates for human rights practices and policies that respond to the needs of Queen's equity-deserving communities.

### [International Centre \(QUIC\)](#)

Location: Mitchell Hall, 208

Contact: (613) 533-2604

QUIC provides an extensive orientation program for new students and their families and administers the UHIP health insurance program on campus. There is also an International Student Counsellor available at the centre several times per week.

### [Off-Campus Living Advisor](#)

Location: Mitchell Hall, 202

Contact: [ocla@queensu.ca](mailto:ocla@queensu.ca)

The Off-Campus Living Advisor, is available to provide confidential guidance and resources for where to find Off-Campus housing, tenant rights and responsibilities, applications, lease agreements, and tips for moving in/out.

### [Student Academic Success Services](#)

Contact: book an appointment with [MyWCOOnline](#)

Student Academic Success Services offers academic support to students who wish to develop their skills in critical thinking, reading, learning, studying, writing, and self-management.

### [Student Wellness Services](#)

Location: Mitchell Hall

Contact: (613) 533-2506

Email: [wellness.services@queensu.ca](mailto:wellness.services@queensu.ca)

Student Wellness Services (SWS) supports the personal, academic, and social health development of undergraduate and graduate students at Queen's University by providing a range of programs and services. Services include: [Accessibility Services](#), [Health Promotion](#), [Medical Services](#), and [Mental Health Services](#)

### [Yellow House](#)

Location: 140 Stuart Street

Contact: (613) 533-6000 ext. 75740

Email: [yellowhouse@queensu.ca](mailto:yellowhouse@queensu.ca)

The Yellow House is a comfortable and accountable spaces for students who identify as Queer, and/or Trans, and/or Black, and/or Indigenous, and/or as People of Colour (QTBIPOC) to feel safer, to create community, to be empowered, to celebrate their identity, and to flourish.