

Student Guide to Work Study

Fall/Winter 2026-2027



Queen's
UNIVERSITY

STUDENT AFFAIRS
Career Services

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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.

Both domestic and international students with demonstrated financial need can earn money while working part-time for on-campus employers.

Questions?

Contact wkstudy@queensu.ca.

Getting Started

Work Study Eligibility for Students

Students are eligible for Work Study, if they meet the following criteria:

- ✓ **Registered in a full-time program in any Queen's faculty or school and are in good academic standing.**
 - Undergraduate Students: Must be registered in a full-time academic load (minimum 9.0 credit units per term) for both the Fall and Winter.
 - Students with disabilities must be registered in a 40% course load (minimum 6.0 credit units per term).
 - Graduate and Professional Students: Must be registered in a full-time academic load in both the Fall and Winter.
- ✓ **Demonstrated financial need and are receiving financial aid.**
 - Canadian citizens, Permanent Residents, and US Students must be receiving a minimum of \$5000 CAD in government student assistance for the combined fall and winter terms
- ✓ **Received email notification from Financial Aid and Awards or see "Eligible for Work Study" in SOLUS**
 - All students with eligibility will see "Eligible for Work Study" on their SOLUS account
 - Students who do not see "Eligible for Work Study" on their SOLUS account or 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.
 - Incoming exchange students studying on a letter of permission 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 end immediately. It is the student's responsibility to notify both their employer and the Work Study program (wkstudy@queensu.ca).

Important Dates

Jul 15	Incoming students with courses registered in SOLUS will have access to MyCareer
Jul 20	Students can start to view fall/winter job postings on MyCareer
Aug 17	Earliest date students can begin their Fall Work Study positions
Apr 30	Last day students can work a Fall/Winter term position

Eligible Work Study Roles

- ✓ **Part-time positions** (approximately 6-7 hours per week if employed for the full term)
- ✓ **Maximum of 222 hours** for the combined Fall/Winter term (unless otherwise approved by employer)
- ✓ **Hourly wage of \$17.95**
- ✓ Positions with a **Queen's University department/office** that have been approved for funding

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 employers can also hire you without posting a position; your prospective employer should contact wkstudy@queensu.ca to request Work Study funding 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: The number of work hours available depends on operational needs and student availability, up to the maximum listed in the Hiring Form completed by your Work Study employer

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 to each employer when considering offers. Once you accept a job, inform the other employers you applied to, where possible, that you have accepted another offer.

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, or a Screenshot of your eligibility in SOLUS.

If you do not see “Eligible for Work Study” in SOLUS, you can [apply online](#).

Social Insurance Numbers (SIN)

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 in earnings, or 222 hours 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 current employer. The current employer needs to send an email to the Work Study Program at 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 employer.

Work Study Hiring Form

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

1. I will be paid the standard hourly rate of \$17.95 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 my employer and Career Services 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 the email and reply to wkstudy@queensu.ca to confirm that you understand and will be accepting the Work Study position. You may also have additional job offer documents to complete for your supervisor.

Starting your Work Study Position

Expectations and Responsibilities

At the start of a new position, it is helpful to get a clear understanding of job expectations, responsibilities, and procedures. 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 Work Study program at 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 Career Services at wkstudy@queensu.ca. 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

Work Study students can earn up to a maximum of \$2000 per term, or \$4000 for the combined Fall/Winter term. Employers are provided a wage subsidy to support the role, based on these maximums.

For the combined Fall/Winter 2026/27 term, students can work a **maximum of 222 Work Study hours**. Employers may choose to self-fund additional hours for your role, or may hire you for fewer hours.

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.

All work hours must be approved by your supervisor. Typically, overtime or work on Statutory Holidays is not approved.

Time Away

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.

Sick days and vacation days are unpaid for Work Study students.

Based on the Ontario Employee Standards Act (ESA), the payroll system will automatically compensate you for Statutory Holidays by taking the hours worked for the 4 weeks prior to the week with the stat, adding

up the hours, and dividing by 20 days. View this [reference sheet](#) for more information about Observed Holidays at Queen's.

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 2026 is \$17.95 per hour, plus vacation pay.

Payroll System

All Work Study employees are categorized as casual employees and are paid bi-weekly. The timesheets, or alternative methods for time tracking, 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 - 2026 TD1 Fillable Fed Form](#)
- Payroll - [Payroll - 2026 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”
 - 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 Career Services at 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 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 Hiring Form is the **maximum number of hours** for which your employer can receive wage subsidies. Operational needs 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 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.

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 Career Services know by emailing 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. This involves identifying the skills you are developing and the impact you're having throughout your role, and considering what this means for your future career development.

EL WrapAround Benefits

Students and employees who engage in goal setting and reflection see better outcomes. Being able to reflect on your strengths and areas of improvement will make you a more efficient and productive employee, while thinking about where these skills could take you in the future contributes to your longer-term career development.

How does the Experiential Learning WrapAround Work?

Online Format, Sustainable Development Goals (SDGs) and Reflection on Impact

Students are asked to complete an online module and an online reflection form at the beginning of their role and again at the end of their role.

- [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 monitors the online form workflow and will assist staff and students with any technical difficulties.

We use 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. There is 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'; once submitted a copy of the form is emailed to the supervisor
- Supervisor receives and reviews the form and discusses skill development goals with you
- Supervisor signs form; PDF version of completed form is 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; once submitted a copy of the form is emailed to the supervisor
- Supervisor receives and reviews the form and discusses reflections with you
- Supervisor signs form; PDF version of completed form is 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, 3rd 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

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 [MyWCOnline](#)

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

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

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.