

# Work Study Self-Serve Agreement Instructions for Queen's Faculty or Staff

Before preparing an agreement for a student, please ensure they have provided you with proof of a Work Study entitlement (an email from Student Awards or a screenshot of their SOLUS account).

## General Information

1. Download the appropriate Work Study agreement (Fall/Winter or Summer) from the [Work Study Website](#), complete, scan as a pdf, and email each agreement to [wkstudy@queensu.ca](mailto:wkstudy@queensu.ca) individually, including:
  - a. all signatures (student, employer, and timekeeper)
  - b. account string
2. The agreement is not considered valid, and the student cannot commence work, until you have received a confirmed (initialed) agreement back from the Work Study Coordinator.
3. The Work Study Coordinator will verify the information, provide the job number, and confirm with you via email. You will receive the stamped agreement, which will indicate that it has been confirmed, by email within approximately 48 business hours.

## Procedure for Preparing Agreement

Please ensure the applicable term agreement (Fall/Winter or Summer) is completed legibly (preferably typed) and in full.

- **Under Student Information**, please complete:
  - Student name
  - Student number
  - Student phone contact
  - Student email address (@queensu.ca)

*Note: the timekeeper is the only person who needs access to a SIN number, please ensure the confidentiality of student SIN numbers*

- **Under Employer Information**, please complete:
  - Supervisor's Name
  - Supervisor's phone contact (extension at the university)
  - Supervisor's email address (@queensu.ca)
  - Supervisor's Department
- **Under Timekeeper Information**, please complete:
  - Student's entitlement
    - You will need a copy of the email message the student would have received from Financial Aid and Awards with the entitlement amount provided.
    - They may also provide a screenshot of their SOLUS account.
  - # of Hours
    - The number of hours will be the entitlement amount divided by \$17.20 per hour
      - i.e. (\$3000 = 174 hours, \$2000 = 116 hours, \$1500 = 87 hours).
  - \$ of Hours
    - Please leave blank
  - Proposed start date
  - Proposed end date
  - Job Title
  - Job #
    - Do not put anything in this spot, the Work Study Coordinator will provide this once agreement has been confirmed.
  - Chart Field String
  - Timekeeper's Name
  - Timekeeper's phone contact (extension at the university)
  - Timekeeper's email address (@queensu.ca)