

# WORK STUDY INFORMATION SHEET

## REPORTING HOURS

- Work study Hours **must** be reported weekly and will be paid weekly (you **cannot** accrue hours to be paid out in an alternate frequency or one lump sum).
- Submit your hours by completing the **Work Study Student Hours Reporting** form found [here](#), under the work study section on the departments website.
- On weeks you have not worked you are still required to report by email stating zero hours worked, this will ensure you stay active in the Work Study Program.
- Late or forgotten hours will be paid but weekly reporting is expected
- Students are **not permitted** to work in excess of 40 hours in any given week
- The weekly reporting period runs from Sunday to Saturday
- It is **your responsibility** to monitor your work study hours to ensure you do not exceed the hours allocated to you or work beyond your contract end date
- Any questions regarding reporting hours and pay can be sent to [askmbp@schulich.uwo.ca](mailto:askmbp@schulich.uwo.ca)

**NOTE: There is a two week lag between the hours worked and when you receive payment for them.**

## TIMELINE FOR WORK STUDY PAYMENTS

<b>Week 1</b>	<b>You work your hours for that week (Sunday to Saturday)</b>
<b>Week 2</b>	<b>You report those hours <a href="#">here</a> and we process them via payroll</b>
<b>Week 3</b>	<b>You receive your pay via direct deposit on the Friday</b>

## SETTING UP DIRECT DEPOSIT

To set up direct deposit:

- Enter your **UWO log-in & password** on the [Human Resources Website](#)
- Click on **Payroll and Compensation**
- Click on **Direct Deposit Account**
- Click on **Add** & enter banking information
- Click **Save** and click **Return to List**

**NOTE: Your Earnings Statement will only be available online. You will not receive a printed Earnings Statement from Human Resources.**

**Inquiries relating to Human Resources should be directed [hrhelp@uwo.ca](mailto:hrhelp@uwo.ca)**

## LAB TRAINING

Additionally, if you have not already done so, you will need to complete the required training before entering the lab. The link to complete this training is: <https://www.uwo.ca/hr/learning/required/> and you have to complete WHMIS and Laboratory Safety & Hazardous Waste Management.

Please send electronic proof of completion to your Supervisor and to the Administrative Office, who will save this information with your work study notification from HR.