

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 mnioffice@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

Week 1	You work your hours for that week (Sunday to Saturday)
Week 2	You report those hours here and we process them via payroll
Week 3	You receive your pay via direct deposit on the Friday

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

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.