

MEMORANDUM

Date: January 21, 2025

To: LUWSP-SS Participating Departments

From: Cheryl Ellis

Subject: Work Study Program -Cost to Employ a Student (Subsidy)

The Lakehead University Work Study Program for the spring/summer terms (LUWSP-SS) provides full-time employment opportunities to eligible undergraduate students.

The **maximum subsidy of \$3,750 includes wages and the related employer costs, provided the student works at least 480 hours**. If the student works less than 480 hours (based on 30 hours/week for 16 weeks), the subsidy will be prorated. Any hours over the maximum are at the employer's expense.

Work term: April 20 to August 23, 2025 (18 weeks)

Employer budget codes will be charged for the total payroll costs during these weeks. The deadline to submit time for your student is no later than 4:30 pm on the Thursday following the work term end date. Should hours be missed, they will be included in the subsidy calculations if the *MyLateTimecard* is received within 2 weeks of the work term end date. The subsidy will be transferred after reconciliation mid to late October.

Minimum Hourly Wage	14.59% Benefits (incl 4% Vac Pay)	Total Cost/Hour
\$17.20/hr	\$2.51/hr	\$19.71/hr

Max # of Hours	Total Cost for 480 hours	LUWSP Subsidy for 480 hours	Cost to Employer for 480 hours
480	\$9,461	\$3,750	\$5,711

When completing the staff information form, enter the student's hourly wage into the rate of pay field and check the box for 4% vacation pay (included in benefits above) in addition to the quoted rate of pay. Note the LUWSP Job ID number in the remarks field.

Thank you for your interest in this program. Should you have any questions or concerns, please contact me or Melanie Oakes, Associate Registrar, Student Awards and Financial Aid.

Regards,
Cheryl