



MEMORANDUM

Date: January 24, 2023
 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 \$2,500 includes wages and the related employer costs** (applied against their hourly rate as 75% of the current minimum wage). The work term is from **April 23 to August 26, 2023** for a **maximum of 480 hours**. Employer budget codes will be charged the total payroll costs during these weeks. The subsidy will be transferred after reconciliation mid to late October.

NOTE: If the student works less than 480 hours, the subsidy will be prorated. Any hours over the maximum is at the employer’s expense.

Minimum Hourly Wage	14.17% Benefits (incl 4% Vac Pay)	Total Cost/Hour
\$15.50/hr	\$2.20/hr	\$17.70/hr

Max # of Hours	Total Cost for 480 hrs	LUWSP Subsidy for 480 hrs	Cost to Employer for 480 hrs
480	\$8,496	\$2,500	\$5996

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 in addition to the quoted rate of pay. Note the LUWSP Job ID number in the remarks field.

Please contact Josh Levac or myself if you have any questions.

Regards,
 Cheryl