

MEMORANDUM

Date: March 8, 2022

To: LUWSP-SS Participating Departments

From: Cheryl Ellis

Subject: LUWSP Cost to Employ a Student (LUWSP-SS 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** which can be used towards wages and employer related costs. The work term is from **April 25 to August 27, 2022** for a **maximum of 480 hours**. Employer budget codes will be charged the total payroll costs and the subsidy will be reimbursed provided the student has attended the mandatory work study training session. All Time Cards must be submitted by September 15th so that reporting can be reconciled by mid to late October and the subsidy transferred.

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% Benefits (incl 4% Vac Pay)	Total Cost/Hour
\$15.00/hr	\$2.10/hr	\$17.10/hr

Max # of Hours	Total Cost for 480 hrs	LUWSP Subsidy for 480 hrs	Cost to Employer for 480 hrs
480	\$8,208	\$2,500	\$5,708

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 me, Josh Levac, (Student Awards & Financial Aid) or Krista Hawe (Finance) if you have any questions.

Regards,
Cheryl