

**MEMORANDUM**

Date: July 14, 2021  
To: LUWSP-FW Participating Departments  
From: Cheryl Ellis  
Subject: LUWSP Cost to Employ a Student (LUWSP-FW Subsidy)

The Lakehead University Work Study Program for the fall/winter terms (LUWSP-FW) provides part-time employment opportunities to eligible undergraduate students during the academic year.

The **maximum subsidy of \$2335 includes wages and the related employer costs** (applied against their hourly rate as 75% of the current minimum wage). Employment through the LUWSP-FW is from **August 29, 2021 to March 12, 2022** for a **maximum of 190 hours**. Employer budget codes will be charged the total payroll costs and the subsidy will be reimbursed provided the student has completed the mandatory online training module. The subsidy for the fall term will be transferred in late January. The subsidy for the winter term and any adjustments from the fall will be transferred late April/May.

**NOTE:** If the student works less than 190 hours, the subsidy will be prorated. Any hours over the maximum is at the employer's expense.

Hourly Min. Wage	14.18% Benefits (incl 4% Vac Pay)	Total Cost/Hour	LUWSP Subsidy (75% of Total Cost/hr)	Cost to Department
\$14.35/hr	\$2.04/hr	\$16.39/hr	\$12.29hr	\$4.10/hr

Max # of Hours	Total Cost for 190 hrs	LUWSP Subsidy for 190 hrs	Cost to Depart for 190 hrs
190	\$3,114	\$2,335	\$779

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. Note the LUWSP Job ID number in the remarks field.

Please contact Josh Levac, Krista Hawe (Finance) or myself if you have any questions.

Regards,  
Cheryl