Work Study Program

GUIDELINES TO POST AND HIRE WORK STUDY STUDENTS

KWANTLEN POLYTECHNIC UNIVERSITY
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A.   STEP ONE: Program Guidelines

- The Work Study Program is an initiative designed to assist students who show financial need by supporting part-time student assistant opportunities. KPU faculty and staff are able to hire students that are eligible for the program as per specific student criteria and receive subsidies from SAFA.

- Hiring managers must submit and post an approved BCGEU Student Assistant Job Description in order to be considered for the Work Study program. Hiring Managers are responsible for managing their own posting(s) and conduct the hiring process themselves. Refer to page 5 for the guidelines for hiring a student.

- If the quota is not met for Fall, another phase of posting will occur in **November** for work commencing in **January**.

- **Work Study student employment contract terms** are as follows:

TERM	FALL HIRING – CONTRACT DURATION	SPRING HIRING – CONTRACT DURATION
4-MONTH CONTRACT	September 2024 to December 2024	January 2025 to *April 2025
8-MONTH CONTRACT	September 2024 to *April 2025	January 2025 to August 2025
12-MONTH CONTRACT	September 2024 to August 2025	

   *Summer Extension: For contracts ending on April 2025, hiring managers who wish to extend their current Work Study student for the Summer must submit a Summer Extension Form by April 11, 2025. *Please note that no new hiring will take place for the Summer work term.*

- **Deadline for hiring a student per work term:**
  - **Fall 2024:** September 20, 2024 (All hiring paperwork must be submitted by October 4, 2024)
  - **Spring 2025:** January 31, 2025 (All hiring paperwork must be submitted by February 14, 2025)

- **Funding of Work Study positions will be as follows:**
  - 4-month contract (maximum subsidy of 1x $3000)
  - 8-month contract (maximum subsidy of 2x $3000)
  - 12-month contract (maximum subsidy of 3x $3000)
  * Subsidy per work term is increasing from $2500 to $3000 per term.

- Each academic year, SAFA allocates funding for the Work Study program and determines how many positions will be subsidized per work term. For the 2024-25 Academic Year, **20 Work Study positions** will be subsidized each term, from September 2024 to August 2025.

- SAFA will transfer the $3000 into the specified SPF account during each semester and is distributed at the end of the term. For the Spring term, with the fiscal year ending March 31st, funds will be distributed prior to the end of the fiscal year. Any funds not used will be clawed back at the end of the semester while any overages from the $3000 subsidy will be paid for by the department employing the Work Study student.

- New Student Assistant pay rates will apply to new Work Study students hired in the coming terms.

B.   STEP TWO: Preparing your Job Posting

- Speak with your Human Resources Business Partner about preparing - or reviewing existing - Student Assistant job description(s) in your department (http://www.kpu.ca/student-assistant).

- Refer to BCGEU Letter of Understanding #2 in the Collective Agreement (https://kpuemp.sharepoint.com/townhall/bcgeu/SiteAssets/KPU%20New%20CA%20Draft%20for%20PR.pdf).

- **If preparing a new Student Assistant job description, you must obtain approval from BCGEU before posting.**

C.   STEP THREE: Registering on Career Connection (Skip this step if you already have an account)

- Access KPU's Student and Alumni Job Board, Career Connection: https://kpu-csm.symplicity.com/employers

- Click **Register**, fill out the form, and click **Submit**.

- Check your inbox for an email from Career Connection with log-in instructions. To activate your account, click **Set Your Password**, and follow the prompts. Allow up to one business day for approval of your registration.

- If you have forgotten your password, select **Forgot Password** on the log-in page. You can also email careers@kpu.ca to request a new password.

D.   STEP FOUR: Posting the Position

- Log into Career Connection: https://kpu-csm.symplicity.com/employers

- To post your job, select the **Job Posting** tab and click the **Add New** button.

- When completing the form, under **Position Type**, be sure to select **Work Study**.

- Under **Resume Receipt** (how students apply), select **Accumulate Online**.

- Within the posting description please indicate the contract length of **4, 8 or 12 months**.

Please note that positions are pending until the Career Development Centre verifies with HR that it is an approved Student Assistant position. After approval, positions are posted for 30 days or until the position is filled. Refer to the **Work Study Offer Package** document for hiring procedures.

E.   IMPORTANT DATES AND DEADLINES

Work Study Timeline	Dates and Deadlines	Notes
Work Study Opens for Fall 2024	July 2, 2024	Employers can post Work Study Positions in Career Connection and begin the hiring process.
Last day to hire for Fall 2024	September 20, 2024	Employers must send the name and student number of student(s) being hired.
Last day to submit hiring paperwork for Fall 2024	October 4, 2024	All hiring paperwork must be completed and emailed to the Career Development Centre at careers@kpu.ca
Work Study hiring for Spring 2025	November 1, 2024	*Hiring will only open if the quota has not been met for the Spring semester.
Last day to hire for Spring 2025	January 31, 2025	Employers must send the name and student number of student(s) being hired.
Last day to submit hiring paperwork for Spring 2025	February 14, 2025	All hiring paperwork must be completed and emailed to the Career Development Centre at careers@kpu.ca
Summer Extension 2025 deadline	April 11, 2025	No new hires will be made for the Summer however, for contracts ending on April 2025, current employers may extend their current Work Study student for the Summer by filling up a Summer Extension Form and sending the signed copy to careers@kpu.ca by April 11, 2025.

II. HIRING GUIDELINES – WORK STUDY PROGRAM

A. STEP ONE: Selecting a Candidate

The procedure for selecting a candidate is as follows:

1. The Career Development Centre collects the applications for your Work Study posting through Career Connection
Note: All applications must first be submitted to the Career Development Centre to determine eligibility.

2. The Career Development Centre and the Student Awards and Financial Assistance (SAFA) offices pre-qualify applications based on Work Study student criteria (http://www.kpu.ca/careers/work-study).

3. The Career Development Centre will email the Hiring Manager a package of pre-qualified applications. Please note that these applications will only be screened for Work Study qualifications and not individual skill sets as determined by Hiring Managers. Hiring Managers can also view the student's eligibility status through Career Connection. To check:

   - Login to Career Connection
   - Go to **Job Postings** and select the Work Study position and click **Applicants**.
   - On the right column, the student's Work Study eligibility status will be shown as either:
     - *Work Study – Under Review*
     - *Work Study – Meets Requirements*
     - *Work Study – Not Eligible*

   Note: Please do not contact a student for an interview until the Career Development Centre has confirmed the student's eligibility status.

4. Once the hiring manager receives the email with the list of students eligible for Work Study, the hiring manager can then proceed with reviewing the applications, arranging interviews, and selecting **one** of the candidates to hire. Once the hiring manager is ready to hire, they must send the name and the student number of the successful candidate to the Career Development Centre. Depending on funding availability, a representative from the Career Development Centre will send a confirmation and all required hiring documentation by email.

   Note: It is the Hiring Manager's responsibility, if desired, to contact applicants who were unsuccessful. If you would like standard interview questions or templates for reference checking, you can view the resources available from KPU HR here.

B. STEP TWO: Complete Hiring Forms

After selecting the candidate, follow these steps to complete the hiring paperwork:

1. Have the student complete the following **Hiring Package** forms and documents:
   - Work Study Contract of Employment (Please indicate the contract end date and ensure that the SPF code is correct)
   - Human Resources Data Gathering form
   - Federal and Provincial Tax Credits Return forms
   - KPU Code of Conduct with Acknowledgement

2. Submit the completed hiring package and the pay rate to the Career Development Centre via email to careers@kpu.ca.

3. The Career Development Centre works with Human Resources and Student Awards and Financial Assistance (SAFA) to process the contract.

C. STEP THREE: Submitting Direct Deposit Information

Once the student is on the system, update direct deposit information through the Self-Service Employee Dashboard.

D. STEP FOUR: Submitting Timesheets

Once the student is working, submit timesheets as follows:

Student completes a **bi-weekly** web timesheet which will be approved by the hiring manager. To view the latest pay schedule, please visit the Payroll Services page here.

For more information about hiring students at KPU, please use the resources available in Sharepoint.