

WORK STUDY Information for Supervisors

- The Work Study Roster of positions will be posted (the end of August) on the TRU Student Awards & Financial Support office bulletin board as well as on the Career Education website. The roster must be posted for 10 business days before hiring can be complete by a Student Finance Advisor.
- Students can apply for Work Study by making application at the Student Awards & Financial Support office. If the student is not on an approved Canada government loan, they must still show need by completing a TRU bursary application. They also must be a TRU student enrolled in a minimum of 60% (full time) course load and maintain a 2.0 GPA.

The maximum number of hours a student may be approved for is 8 hrs per week (up to 240 hours), September to April. This number is based on assessed need. A student may be approved for less than the maximum number of hours.

- Once approved for Work Study, the student will receive an Eligibility form. The student is then able to pursue employment by contacting the designated supervisor (as listed on Roster). If hired, the eligibility form must be signed by the supervisor- please read before signing.
- The student returns to our office with a completed (signed) Eligibility form, where they will then make an appointment with a Student Finance Advisor to complete the required hiring paperwork. This MUST be done before commencing work.
- Work may begin when the student returns a completed Work Study Employment Notice to the position supervisor.
- The last day of work is usually the last day of exams in April or when the student has completed the maximum number of hours permitted.

It is the student's responsibility to submit a completed timesheet (online- MyTRU account) by 1pm on the cut-off dates, listed on the Work Study payroll schedule. Students should be submitting time sheets EVERY pay period that they work. **It is mandatory that supervisor's approve their student's timesheets (online- MyTRU account) by 10 am on the cut-off day, listed on the Payroll schedule.**

Please note the following hours a student is permitted to work:

The max # of hrs in one day is 7

The min # of hrs in one day is 1