

# Making the Most of SWEP and Work Study

## The Student Guide

Revised October 2010

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## INTRODUCTION

**Congratulations on being offered a SWEP or Work Study position.** We hope that this will be a rewarding and educational experience for you. This manual was originally designed by a student, for new Work Study or SWEP students.

We have designed this handbook to help you make the most of your position. It was created to help you understand what you need to know when starting out as SWEP or Work Study staff.

The manual is a work in progress, and we welcome any suggestions or input that you might have. Please contact Sheila Hutchison with any comments or suggestions, at (613) 533-6000 ext. 74044, or email at **[sheila.hutchison@queensu.ca](mailto:sheila.hutchison@queensu.ca)**.

We hope that you find the manual useful.

Welcome, and read on.

## GETTING STARTED

### Social Insurance Number

To work at Queen's you will need a SIN (Social Insurance Number).

\*Note: International students cannot apply for a SIN until after they are hired by an employer.

As a note of caution you should never give your Social Insurance Number out to anyone but your employer and only after you have been hired for payroll purposes.

Please contact Sheila Hutchison at (613) 533-6000 ext. 74044, or email at [sheila.hutchison@queensu.ca](mailto:sheila.hutchison@queensu.ca) as soon as possible for the steps to follow.

### Health and Safety

You have the right to be safe in any place you work. Queen's University does its best to ensure a safe workplace for all and this includes staff in SWEP and Work Study positions.

When you start your new position, your employer is required to go over a safety checklist to ensure that you are fully educated about safety procedures, such as fire escape routes, handling of hazardous materials (if applicable), and other concerns that may be specific to your position.

**We have included a general safety checklist (See Appendix 1A) that is applicable to all SWEP and Work Study positions.** In case your employer has a less formal safety procedure, you can look at this to ensure that all of the potential safety issues have been addressed. Ontario Law says that you have the right to refuse any work that appears to be unsafe, or that you don't feel adequately trained to handle.

**Queen's Campus Security** is available 24/7 for your safety if you feel threatened at any time while on campus. Outdoors you can approach one of the "blue lights" around campus and press the red "emergency" button on the side of the light. This will put you in contact with an on-duty security officer who is able to promptly dispatch someone to the location if necessary. As well, at some indoor locations there are "red buttons", which serve the same purpose as the ones on the blue lights. Do not hesitate to call for help on any phone at **(613) 533-6111**.

**Campus Security has also suggested the following precautions to help protect yourself and your property:**

- **Trust your intuition and act on it.** If you feel uncomfortable, there is a reason for it. Make your feelings known.

- **Familiarize yourself with your surroundings**, especially phone locations, designated emergency exits, and other possible avenues for help.
- **Do not leave items unattended for any length of time.** Lock your room or office when leaving it, even for a few minutes.

## Disability and Accommodation

It is against the law for an employer to discriminate against you on the basis of your disability. It is also your decision if and when you decide to disclose a disability to an employer. If you are a person with a disability, you have the right to request and receive the accommodations you need in order to participate fully in the application and hiring process for a job as well as those needed to do the job once you are hired. In order to receive accommodations, you must disclose to the employer that you have a disability that requires accommodation (and detail the specific accommodations that you need) but you are not required to disclose the specific nature or label of your disability. Career Services can assist you to learn about disclosure, accommodation, and your rights and responsibilities in depth, so if you have any questions about any of those topics, make an appointment to meet with one of the career counsellors at Career Services. Working closely with their colleagues in Disability Services and the Human Rights and Equity Office, they can help educate you about ways to make the most out of your career options.

## GETTING PAID

It's great that you will be getting valuable work experience but who can deny that the best part of working is getting paid? It's important to make sure that you are informed as to how the payroll system works to avoid delays in getting paid.

### Payroll System

Your employer must submit a salary requisition bi-weekly to Financial Services for you to be paid. The only exception to this is not-for-profit organizations which submit a time sheet to Carla Place in Student Awards.

The very first step will be for your employer to ask you "Have you worked for Queen's in the past and been paid monthly (for example, as a Teaching Assistant or a Research Assistant)"? This applies even if you're working for an affiliate organization and not directly for the university, since you get *paid* through Queen's one way or another.

If the answer is YES - you get paid **monthly**.

If the answer is NO - you get paid **bi-weekly**.

Did Your Employer Ask You This Question?

If your employer has not asked you the above question and your answer is "Yes", inform your employer as soon as possible so that they can follow the appropriate instructions regarding how you are to be paid.

### **Bi-Weekly Pay System**

Employees are categorized as hourly employees and are thus paid bi-weekly.

Step 1: The Time Sheet

Keep track of the hours you have worked for each pay period using the time sheet. Time sheets **MUST** be used in order to facilitate accurate record keeping. Submit your time sheet to your employer **every other Friday**.

Step 2: Void Cheque/Banking Information

Employees are paid via direct deposit. If you have **NOT** worked for Queen's in the past year, or you have worked for Queen's but your banking information has changed, submit one of the following to your employer with your first time sheet:

1. a void cheque, OR
2. stamped form (e.g., direct deposit form) from the bank.

Your employer will attach this information to your first salary requisition. Not submitting this information will result in a delay of your pay.

### Step 3: TD1 Forms

You must complete both the provincial and the federal forms and submit them to your employer. The forms can be found on the Human Resources web site (<http://www.hr.queensu.ca/>) in the top right hand corner in the drop down menu titled forms. If you do not complete these forms you will be taxed as a single person with no dependents which is much higher than for a student.

### Step 4: The Deposit

The employee will be paid via direct deposit on the second Friday after the pay period ended.

## Monthly Pay System

The only exception to the bi-weekly system is that, once an employee has been paid under the monthly they remain under this system and can't be transferred to the bi-weekly system. The monthly employees are paid on the last working day of the month; based on the pay previous mid-month to the current mid-month i.e. October 14 to (and including) November 13.

### Step 1: The Time Sheet

Keep track of the hours you have worked for each pay period using the time sheet. Time sheets **MUST** be used in order to facilitate accurate record keeping. Submit your time sheet to your employer by the **12th** of every month. While the employee and employer work together as a team, should the employee submit this time sheet in an untimely fashion, the employee will not be paid until the next pay period.

### Step 2: Void Cheque/Banking Information

Employees are paid via direct deposit. If you have **NOT** worked for Queen's in the past year, or you have worked for Queen's but your banking information has changed, submit one of the following to your employer with your first time sheet:

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### Step 4: The Deposit

You will be paid via direct deposit on the last working day of the month.

If you have been having problems with getting paid, there are a number of things you can do. Talk to your supervisor first to ensure that everything is being submitted on time. **If the problem continues, do not hesitate to contact Sheila Hutchison, the SWEP and Work Study Coordinator.** It might seem unbelievable, but some students have gone for months without getting paid because they are too hesitant to speak up. Remember, it is your right to get paid for the work you do.

### Avoiding the Most Common Problems

If you find that you have not received your deposit on the specified days (sad but true), we recommend you take the following steps:

1. Don't Panic!
2. Ask your employer if the salary requisition or electronic requisition was submitted to Financial Services by the cut off period.
3. If the deadline was met, give Human Resources a call (32070). It's possible that the banking information didn't reach them in time, and there is a manual cheque waiting for you at the reception area.
4. If your employer missed the deadline and you cannot wait until the next pay date (you shouldn't have to wait), you can ask your employer if they are aware that they can request a rush cheque, which is processed like a salary advance and available within 24 hours (usually the same day). This option has a service charge to the employer. You can refer them to Sheila Hutchison or to Financial Services if they are unclear about this.
5. If you worked for Queen's in the past as a Research Assistant or Teaching Assistant, and were paid on a monthly basis, you will remain on the monthly payroll system. Your employer will have to adhere to different deadlines in this case, and your payday will be different.
6. If you have any difficulty dealing with your supervisor on this matter, please don't let it slide or assume it will correct itself: please contact Sheila Hutchison for assistance. She will advocate on your behalf.



## Not Getting Enough Hours?

When you were hired, your employer should have indicated to you approximately how many hours they were planning to hire you for. Any contract you signed would indicate the number of hours that you were hired for.

If for any reason you are not getting the amount of hours that were agreed upon, or there has been a change and it doesn't look like you are going to get the number of hours that were agreed upon, you should discuss this with your employer.

In the case of Work Study, **you do have the liberty to find more than one job to achieve the full entitlement as long as the total amount of hours combined does not exceed your entitlement.**

When you obtain a second Work Study job you will need to ensure your original employer is aware of the fact, as they will need to send an email to Sheila Hutchison confirming agreement. The employer or department will have to return part of the funding that was sent to them, so that it can be forwarded to the second employer or department. As well, your second employer should also be aware that you have another job.

## Public Holidays

The Province of Ontario has 10 public holidays per year. Except for those in certain industries, (i.e., hospitality or tourism-based), employers are generally obligated to give you paid leave on those days. For SWEP this pay is included in your salary. For Work Study the public holiday pay is an amount equal to your regular wages earned in the four weeks prior to the public holiday divided by 20.

Please note that the following Queen's Policy does apply to Work Study students and should be applied where applicable. If you have questions please contact **Queen's Human Resources** (x32070).

The Employment Standards Act, 2000 (ESA) and its regulations came into force September 4, 2001. They replace the Employment Standards Act R.S.O. 1990, c.E. 14 (the old ESA). However, the new ESA governs employment standards entitlements arising after September 4, 2001. There are only a few changes which impact on our policies at Queen's University. The following is a description of the one area which results in a change to a Queen's policy for casuals and student employees.

## **Public Holidays**

Most employees are entitled to take the following eight public holidays off with public holiday pay

1. New Year's Day

2. Good Friday
3. Victoria Day
4. Canada Day
5. Labour Day
6. Thanksgiving Day
7. Christmas Day
8. December 26 (Boxing Day)

### **Qualifying for Public Holiday Entitlements**

Generally, employees qualify for public holiday entitlements unless they fail, without reasonable cause, to work:

- Their entire regularly-scheduled shift before or after the public holiday; or
- Their entire shift on the public holiday if they agreed or were required to work that day.

Public holiday pay is an amount equal to an employee's regular wages (\$) earned in the four work weeks prior to the public holiday, divided by 20.

Employees who qualify for public holiday entitlements can be full-time, part-time, permanent or on a limited-term contract. They can also be students. It does not matter how recently they were hired or how many days they worked before the public holiday.

## PROCEDURES

If this is your first job, it may be hard to figure out what questions to ask. This section is meant to help inform you. As well, we have provided a handy “**First day checklist**” to help you make sure that you know everything you need to know to make your transition to your new job go as smoothly as possible. **See appendix 2A.** We recommend that you print it off and go over it with your employer on your first day.

### Inappropriate Behaviour

It is absolutely inappropriate to sit and do homework, go on Facebook or browse the internet while being paid. If you have run out of things to do either let your supervisor know, ask around to see what you can help with or take the initiative to do something that looks like it needs doing.

### Calling in Sick

It’s important to establish from the beginning whom you need to call if you are sick. It is professional courtesy to let your supervisor know as soon as possible.

### Time Off

Most employers require advance notice if you wish to take time off work. The sooner you ask for time off, the more likely you will be able to get the time that you request. Speak to your supervisor about their expectations. They should tell you how much advance notice they require, and how to submit a request for time off.

### Lunch and Breaks

You are entitled to a half hour break for every three hours you work. If you are working a full 8 hour work day, you are entitled to an hour lunch and two 15 minute breaks.

### Whom Do I Report To?

Depending on your position, this might seem a little ambiguous. In some cases, you will have multiple supervisors, or multiple projects. The most important thing is to make sure that you have spoken to your supervisor about it. It might seem obvious, but often students – especially if it’s their first job – are hesitant to address these kinds of concerns for fear that they might seem ignorant. The same goes for actually doing the work you are assigned – again, it might seem obvious, but sometimes people hold back from asking questions. Making sure that you understand a task assigned to you is part of doing a good job, so clarifying things when necessary is a must.

## Dress Code

Generally, when it comes to dress code, it's best to err on the side of formality. You should come to your first day dressed more or less the same way you dressed for your interview. The way you dress for your job reflects how you feel about it. Employers want to see that you are enthusiastic about being there. Even if they say that the dress code is casual, this doesn't mean that you should dress like you would watching TV at home. As well, in some cases, dress code reflects certain safety requirements, especially in cases when you might be working with machinery.

## COMMUNICATION

Having a good working relationship with your supervisor can make the difference between having a great workplace experience and a regrettable one. Probably the most important contributor to having a good working relationship is having good communication. Not only will knowing how to communicate help you greatly in being an effective employee, but good communication skills are widely sought by many employers. It is very valuable to take advantage of your SWEP or Work Study position to learn as much about this as possible.

Generally, **good communication comes down to common sense and mutual respect**, but we provide a couple of suggestions to help you on the road to learning good communication.

### The Sandwich Method

Maybe you have something awkward or unpleasant that you want to communicate to your supervisor – or even a co-worker or peer. If that's the case, the "Sandwich Method" has been found to be a very useful technique for passing on that kind of information without creating any hard feelings or awkwardness.

Essentially, carrying out the "Sandwich Method" entails "sandwiching" the negative information between two positive statements/observations/pieces of information. As well, it can help you to figure out the positive aspects of various situations and see things from the supervisor's point of view. This essentially helps to soften the impact of any negative information you might have to convey, and shows your supervisor that you have taken the effort to communicate in a sensitive and productive manner and are not simply complaining.

Even when it's really obvious to the supervisor that you are using this technique, they will recognize the effort you are making, and will probably be much more open to helping you out in the situation.

For example, say that your supervisor scheduled you to work on a day that you specifically requested off.

1. You could approach this head on, as in the following example:

No "bread" (Only negative): "I'm sorry, I told you that I can't work on Thursday and I'm not going to be able to come in."

This statement would probably be better received if you reframed it using the "sandwich" method.

## 2. Sandwich method:

“1<sup>st</sup> slice of bread” (Positive): “I really appreciate that you’ve been able to accommodate my schedule so far.”

“Filler” (Negative): “...but I was looking at the schedule and I noticed that I was scheduled to work on Thursday. I requested that day off, and I don’t think I will be able to come in.”

“2<sup>nd</sup> slice of bread” (Positive): “I know how busy you are, and I understand that it’s probably hard to accommodate everyone’s shift requests, but I really hope that we can figure out a way for me to work some other day.”

The “2<sup>nd</sup> slice of bread” in the above example also includes an added bonus that we will be discussing next, the “solution-focused statement.”

### Solution-Focused Statements

Another good way of addressing problems, or things that you wish to change, is by addressing them in a “solution-focused” way. Instead of just mentioning something that you have a problem with, it is more likely to be better received and changed if you come to your supervisor with a solution already in mind.

For example, instead of saying, “I have to leave an hour early on Thursday,” you could think of a way to resolve that, i.e., “I have to leave an hour early on Thursday, so I will come in to work an hour early if that works for everyone.”

### Understanding Office Culture

Students have a tendency to be too informal for some employers, so often it’s good to figure out ahead of time what the prevailing “office culture” is at your place of employment. Some things are addressed explicitly. For example, many workplaces have a required dress code, or provide you with a manual that addresses all of those issues, but in some cases you will have to figure this out yourself.

You might think about these: What is the expected dress code? If I need to arrange a meeting, what is the preferred method of contact? Generally, your best bet is to try and stay in tune to what everyone else at your workplace is doing for your first couple of weeks at the job. This is something that you will have to do at each new workplace.

## SKILLS

### Time Management

One of the most common questions asked by students starting a Work Study position is **“Will I be able to handle having a job and studying at the same time?”** This is especially a concern with first year students. Fortunately, the answer is a resounding “Yes”. Queen’s provides lots of resources and support in order to help you balance your time without feeling overwhelmed.

**It helps to see being busy as an asset.** There’s a saying that goes “If you want something done, ask someone who’s busy.” That’s because it’s far easier to procrastinate when you have lots of free time; however, when it’s less essential to carefully plan, you’re more likely to put important tasks off.

Another plus to having a full schedule is that **time management is an essential workplace skill** that is very valuable in jobs, both at Queen’s and after graduation. Employers may want to know that you are able to set and achieve goals, and create timelines in which to do this; your Work Study position is a great opportunity to learn how to do that.

**If you need some tools** to help you improve your time management, the Queen’s Learning Commons offers several workshops per semester to help you learn how to make the most out of your time. If you can’t make it out to the workshops, you can visit their website at [www.queensu.ca/qlc/](http://www.queensu.ca/qlc/). The website has a lot of tips and tricks to help you manage your time, and you can print off a lot of handy tools such as daily, weekly, and monthly schedules.

If you are really having a hard time balancing and think that you might benefit from a lighter workload, talk to your supervisor. They understand that as a student, your academics come first, and should be willing to help you adjust your workload.

### Tracking Your Skills

You will eventually want to find another job, and when that time comes, it’s best to have as detailed a record as possible of the tasks you performed at your SWEP or Work Study job. Potential future employers will see this record as concrete evidence of skills that you have developed in your work.

There are many different ways of recording your progress. This can include writing down the description of your position, describing individual tasks you completed, and keeping reports you created, or comments from your supervisor. These are typically kept in what is known as a career portfolio.

## Career Portfolio

Career portfolios come in many different incarnations, but for our purposes this refers to a file in which you collect evidence of different tasks that you complete and skills that you acquired in a given position. For example, this could include a paper copy of a power point presentation that you created. Having this will help you to remember what exactly you did in each job, and therefore be able to describe it in detail on future resumes. It is also useful if the employer wishes to see concrete evidence of your progress in completing work. Career portfolios are something that can be useful throughout your working life.



## LIST OF SUPPORT RESOURCES

During your time at Queen's, you might want to make use of some of the many support resources available to students – after all, that's what they're there for. These can help you achieve your best, academically, personally, and professionally.

### **AMS Walkhome Service**

Location: JDUC

Contact: 613-533-2662

Walkhome can help make sure that you get to your destination safely, by providing people to accompany you to different places around Kingston at night. Call them to request someone to walk you home. Hours vary according to the season.

### **Career Services**

Location: Gordon Hall, 3<sup>rd</sup> Floor, across from the JDUC

Contact: 613-533-2992 or <http://careers.queensu.ca>

Career Services can help you at any and every stage of the job seeking process, all the way from helping you decide what your interests and values are, to perfecting your resume. Check out the workshops, one-on-one appointments, peer assistance, job listings, job fairs, and extensive resource centre.

### **Chaplain's Office**

Location: JDUC, Room 142B

Contact: 613-533-2186 or [www.queensu.ca/chaplain/](http://www.queensu.ca/chaplain/)

The chaplain is here for all students, regardless of their faith tradition. He has particular skills in helping people deal with issues of grief and loss, and he maintains close ties to other faith groups on campus such as Newman House (Catholic), Canterbury House (Anglican), QUMSA (Queen's University Muslim Students Association), Hillel (Jewish Student Union) and the Geneva Fellowship.

### **Four Directions Aboriginal Student Centre**

Location: 146 Barrie Street

Contact: 613-533-6970 or [www.queensu.ca/fdasc/](http://www.queensu.ca/fdasc/)

The Centre provides a variety of services and programs that support the academic and personal development of Aboriginal students, and hosts a variety of social activities and cultural events.

### **Health, Counselling and Disability Services**

Location: 146 Stuart Street

Contact: 613-533-2506 or [www.queensu-hcds.org](http://www.queensu-hcds.org)

### ***Counselling Service***

This service includes both personal counselling and counsellors that help with Learning Strategies Development, i.e., time management, study skills, and exam anxiety. Also, there is a peer mentor program for students with learning disabilities and group sessions available to teach presentation skills.

### ***disABILITY Services***

Their services include assessment, special exam and registration arrangements, note takers, adaptive technology, counselling, referral services, library aids for print material and liaison with faculty and staff. A learning strategist works closely with registered students to provide individual support.

### ***Health Services***

Contact: 613-533-2506

Provides “Family doctor” services and more, including preventative and treatment services, as well as access to psychiatric services by referral from the medical or counselling staff. Open until 7:30pm on Monday and Wednesday to accommodate students who can’t make it in during the day.

### **Human Rights Office**

Location: Mackintosh-Corry Hall, Room A320

Contact: 613-533-6886 or [www.queensu.ca/humanrights](http://www.queensu.ca/humanrights)

The Human Rights office offers a wide range of services to students and to the University community. Students can access the services of grievance advisors, educational materials and become involved in outreach programs.

### **International Centre**

Location: JDUC

Contact: 613-533-2604 or <http://quic.queensu.ca/>

The Centre provides opportunities for Canadian and International students to learn about one another through such programs as Education Abroad, the drop-in centre, and an extensive resource library. The Centre provides an extensive orientation program for new students and their families and administers the UHIP health insurance program on campus. There is also an International Student Counsellor available at the centre several times per week.

### **Learning Commons**

Location: Stauffer Library, 1<sup>st</sup> Floor

Contact: [www.queensu.ca/qlc](http://www.queensu.ca/qlc)

The Learning Commons is a space on the main floor of Stauffer Library, where The Writing Centre, Learning Strategies Development, and ITS join with library staff to provide an enriched learning environment. Academic support and technology assistance will be offered through individual consultation, workshops, and peer mentoring.

**Student Awards**

Location: 2nd Floor, Gordon Hall

Contact: 613-533-2216 or 613-533-2216

This office administers all of the university's financial assistance, including scholarships and bursaries, long and short term loans, and OSAP. They offer occasional workshops on budgeting and money management, and assistance with accessing emergency financial assistance when needed.

**Town-Gown Relations**

Location: Room 124, JDUC

Contact: 613-533-6745 or <https://housing.queensu.ca/towngown/>

This office provides assistance in navigating the complexities of landlord-tenant relationships and difficulties, as well as improving and maintaining good relations between students living off-campus and the greater Kingston Community.

\*Adapted with Permission from the Peer Learning Assistant Information Handbook

## CONCLUSION

Thank you for taking the time to read through this handbook. We sincerely hope that it helps you with your experience and that it makes things easier all the way from your first day on the job until the end of your SWEP or Work Study position. Remember that Sheila Hutchison at Career Services is always available to advocate for you if you should need her support. Don't hesitate to contact her at (613) 533-6000 ext 74044 or email at [sheila.hutchison@queensu.ca](mailto:sheila.hutchison@queensu.ca).

If you have any suggestions for improvement or additions to the manual, please forward these to Sheila as well, as we are always looking to make this manual the best it can be.

We hope that you have a great SWEP or Work Study experience that enriches your time here at Queen's.

## Appendix 1A – Career Services General Safety Checklist

### CAREER SERVICES SAFETY CHECKLIST

Employee/Volunteer's Name: \_\_\_\_\_

I have been informed that it is my right to work in a safe environment.	
I have been instructed to make my supervisor aware of any safety hazards I observe in the workplace. If prompt action is not taken, I am aware that I may refuse to work until the safety issue has been addressed.	
I have been shown the emergency exits.	
I have been trained in the fire exit procedure.	
I have been shown the location of the fire extinguisher(s).	
I have been shown the location of the First Aid Kit.	
I am aware that any instance of using the First Aid Kit should be documented and kept on file.	
I have been instructed to avoid climbing. However, if I must climb, I have been instructed to use only a proper stepladder and have been shown the proper way to use the ladder.	
I am aware of the department heat policy and have been informed about how to prevent heat-related illness or death.	
I am aware that work surfaces must be safe and will report trip or slip hazards to my supervisor immediately.	
I am aware that I have a responsibility to report any ergonomic issues with my workstation so as to prevent chronic or acute injury.	
I am aware that Ontario Health and Safety Act reference book is in the lunch room in case I have a question about my rights/responsibilities.	
I am aware that as an employee/volunteer, I have the right and responsibility to contribute to promoting a safe workplace.	

Employee/Volunteer's Signature: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix 1B – 2010 Payroll Deadlines: Bi-Weekly

Pay Period	Time Sheet Due to Employer by 12:00 noon	Covering Period	You Will Receive Deposit
5	Mar 5	Feb 21-27	Mar 19
		Feb 28-Mar 6	
6	Mar 19	Mar 7-13	Apr 1
		Mar 14-20	
7	Apr 1	Mar 21-27	Apr 16
		Mar 28-Apr 3	
8	Apr 16	Apr 4-10	Apr 30
		Apr 11-17	
9	Apr 30	Apr 18-24	May 14
		Apr 25-May 1	
10	May 14	May 2-8	May 28
		May 9-15	
11	May 28	May 16-22	June 11
		May 23-29	
12	June 11	May 30-June 5	June 25
		June 6-12	
13	June 25	June 13-19	July 9
		June 20-26	
14	Jul 9	June 27-Jul 3	July 23
		July 4-10	
15	July 23	July 11-17	Aug 6
		July 18-24	
16	Aug 6	Jul 25-31	Aug 20
		Aug 1-7	
17	Aug 20	Aug 8-14	Sept 3
		Aug 15-21	
18	Sept 3	Aug 22-28	Sept 17
		Aug 29-Sept 4	
19	Sept 17	Sept 5-11	Oct 1
		Sept 12-18	
20	Oct 1	Sept 19-25	Oct 15
		Sept 26-Oct 2	
21	Oct 15	Oct 3-9	Oct 29
		Oct 10-16	
22	Oct 29	Oct 17-23	Nov 12
		Oct 24-30	
23	Nov 12	Oct 31-Nov 6	Nov 26
		Nov 7-13	
24	Nov 26	Nov 14-20	Dec 10
		Nov 21-27	
Early cut off dates for December to be determined.			

## Appendix 1C – 2010 Payroll Deadlines: Monthly

Covering Period	Time Sheet Due to Employer by 12:00 noon	You Will Receive Deposit
September 7 – September 13	Friday, September 10	Thursday, September 30
September 14 – October 13	Tuesday, October 12	Friday, October 29
October 14 – November 13	Friday, November 12	Tuesday, November 30
November 14 – December 13	*tbd	*tbd

\* As the University has early cut offs for December this information will be updated when information has been provided.

**Appendix 1D – Student timesheet**

**Employee Time Sheet**

<b>Pay Period:</b>	
<b>Job #:</b>	
<b>Department/Organization:</b>	
<b>Supervisor's Name:</b>	
<b>Student Name:</b>	
<b>Student #:</b>	

<b>Date</b>	<b>In</b>	<b>Out</b>	<b>Hours</b>	
			<b>Total Hours</b>	

\_\_\_\_\_

Authorized by:

\_\_\_\_\_

Date



## Appendix 2A – SWEP and Work Study Job Orientation Checklist

### Safety

Check	Point	Specific Information
	I know where the nearest fire exit is	
	I know where the alternate fire exit is	
	I know what the fire drill procedure is, including the meeting place once we have exited the building	
	I know where the First Aid Kit is	
	I know who to report injuries to	
	I know who is First Aid Certified	
	I know the location of the emergency button	
	I know who to talk to if I see any safety hazards	
	I have been trained in safe operation of any equipment	
	I understand that I don't have to work if I feel that it is unsafe	

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Student

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Date

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Employer

Date

**Administrative and Procedural Checklist**

Check	Point	Specific Information
	I know how, and to whom I submit my hours	
	I know who to contact if I don't get paid	
	I know who to contact if there is a problem with the number of hours submitted	
	I am aware of the pay period schedule	
	I know the deadline for submitting hours	
	I know who to talk to in order to request time off	
	I have been informed of the policy and legislation for breaks and lunch	
	I know how to request days off	
	I know who to talk to if I need to call in sick	
	I have discussed dress code with my supervisor	
	I have made the employer aware of my needs	
	I have discussed with my employer what the job expectations are, how often we will meet, and how we will communicate	

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 Student

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 Date
 

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Employer

Date