



# Student Labor 2007 Summer Work Program

For students employed on the campus of  
Canadian University College & Parkview Adventist  
Academy

---

## *Outline*

- 1 Continuing & new full-time CUC & PAA students eligible to work on campus during the summer.
2. Maximum hours per day: 8  
Maximum hours per week: 44
3. Rent cost per day for Lakeview Hall: \$9.50  
Cafeteria minimum per day: None  
Cafeteria cost: Consumption only at the retail pricing level + GST
4. Cash for summer employment available through the Summer Student Labor Direct Pay program. Enrol by May 1 (CUC) & July 1 (PAA) at the Student Finance Office.
5. No living allowances
6. Paying for Dorm & Café
7. What if I don't sign up for direct deposit?
8. Scholarships on summer earnings available through the Summer Ministries program. Maximum scholarship from both programs: \$1,000.

## ***1. Who is eligible for summer employment?***

### **New Students:**

- A. Must be accepted to the appropriate school, CUC or PAA, for a September 2007 start date, &
- B. Must have completed budgeting with the Student Finance Office for the upcoming school term.

### **Continuing Students:**

- A. For CUC students, must have pre-registered for full time attendance for September 2007, or
- B. For PAA students, must have completed a class schedule outlining the coursework for the upcoming school year, &
- C. Both CUC & PAA students must have completed financial budgeting for the upcoming school term.

### **Graduating/Non-returning Students:**

The sole purpose of offering on-campus student employment, whether during summer or the school term, is to assist the current student in defraying the cost of attendance. Consequently, this category of students is ineligible for summer employment.

## ***2. How many hours a week may a student work in the summer?***

**Maximum of 44 hrs per calendar week in daily increments of "no more than" 8 hrs per day.**

### **What does that statement mean?**

If a student works for two departments, the combined hours per day must not exceed 8 hrs including any night shifts.

The 24 hour cycle of the clock (12:01 am to 11:59 pm) is used as well as the calendar work week (Sunday-Saturday).

### **Are there exceptions?**

Yes, if a student works in a department, e.g., Student Finance, Registry, Plant, that utilizes a "compressed work week" which, for CUC/PAA, is 38 hrs per week from Monday to Friday in daily increments of "no more than" 8.5 hrs.



### ***3. What will it cost me to stay in Lakeview Hall from May through August?***

#### **Rent cost**

The nightly charge is \$9.50. The Dean sends a list of who stayed in Lakeview & for how many nights to Student Finance at the end of each month. The fee is calculated & placed on the student bill.

#### **Rent rebate**

If you average 30 hrs per week during a calendar month, the rent cost will be rebated to your account in the next calendar month. The value of the rent rebate is a taxable benefit to you & will be issued on a T4A slip in February 2008 for inclusion in your 2007 tax preparation.

#### **Cafeteria cost**

No cafeteria minimums apply during May - August. You will be charged for consumption only at the retail pricing level plus GST. Each month the consumption charge will be placed on the student bill; Payment is due at the end of each month.

### ***4. I need personal money during the summer; I have bills!***

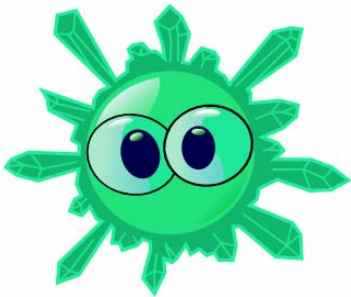
#### **Getting a paycheque**

If you need a paycheque during the summer months, then you need to enrol in the Summer Student Labor Direct Pay plan available May through August.

If you choose this option, then you will be paid via direct deposit on a semi-monthly basis with the pay dates being the 14<sup>th</sup> & the 28<sup>th</sup>. You must have a Canadian chequing (other than a line-of-credit account) or savings account in order to participate in this program. Further, you will need to complete a form at the Student Finance Office listing:

- A. Your name
- B. Your Canadian social insurance number
- C. Your date of birth
- D. Your bank account number including the transit number, the institution number, & your account number, e.g., 12345-689-01-1234567. (A copy of a 'voided' cheque is preferred!)

Please complete the Summer Student Labor Direct Pay form at the Student Finance Office prior to May 1<sup>st</sup> if you are a CUC student & prior to July 1<sup>st</sup> if you are a PAA student.



## **Timecards? I have to turn in timecards? When?!? Where?!?**

If you choose the Summer Student Labor Direct Pay plan, then accurately completing the timecard & ensuring that it's turned in to your work supervisor on the specified days is your responsibility.

You will be paid twice a month - on the 14<sup>th</sup> & the 28<sup>th</sup> with the work hours cutoff dates being the 7<sup>th</sup> & 22<sup>nd</sup> respectively.

For the direct deposit payroll on the 14<sup>th</sup>:

- A. Record your hours worked through the 7<sup>th</sup> of each month.
- B. Submit to your work supervisor by 8:00 am on the 8<sup>th</sup>.

For the direct deposit payroll on the 28<sup>th</sup>:

- A. Record your hours worked from the 8<sup>th</sup> through the 22<sup>nd</sup> of each month.
- B. Submit the timecard to your work supervisor by 8:00 am on the 23<sup>rd</sup>.

## **What happens if I miss turning in my timecard?**

Simply stated, you will not be paid until the following pay date. The payroll office works on the deadline established by our bank for the direct deposits.

Regrettably, we have no ability to issue a payroll cheque outside of the direct deposit method or an advance.

Consequently, if you were to miss submitting your timecard by 8:00 am on the 8<sup>th</sup> of the month, you would not be paid for those hours on the 14<sup>th</sup> - you would have to wait until the next pay date which would be the 28<sup>th</sup>!

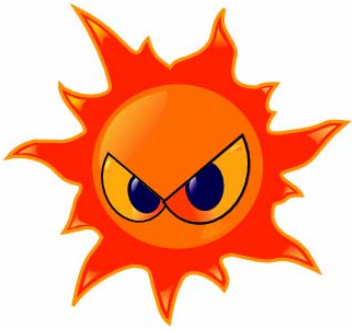
## **Miss submitting a timecard = Miss a paycheque?**

That is correct! You would need to wait until the following pay date to be paid for those hours on that timecard. Don't be late!

## **5. Can I just have a 'living allowance' like in the past?**

### **No Living Allowance?!?!**

That's right! If you need cash during the summer from your work earnings, you must sign up for the Summer Student Labor Direct Pay plan.



**6. What if I live in the dorm & eat in the café but want a paycheque? How will I pay my living expenses?**

**Paying for dorm & café**

When you complete the form for enrolment in the Summer Student Labor Direct Pay program, the Student Finance Office will complete a budget with you & estimate what your monthly dorm rent cost & cafeteria consumption will be.

Since you will receive a paycheque directly deposited twice a month, the Student Finance Office will divide your monthly estimated living costs in half & automatically deduct that amount from each paycheque.

The actual living expenses will be billed on a monthly basis as well as the payroll deductions credited to your school account. These transactions will appear on your monthly statement & you will be responsible to immediately pay cash for any unmet expenses.

**7. What if I don't sign up for the direct deposit paycheque? Will I still get paid?**

**Student Labour Payroll**



The old adage is "if nothing changes, nothing changes"! If you do not sign up for the Summer Student Direct Pay program, your summer hours will be calculated once a month & the earnings applied to your student account as usual.

Remember, **no living allowance** is permitted during the summer. If you think you will need cash, then choose the other method of payroll!

**8. Can I earn a scholarship if I work at CUC during the summer?**

**Summer Ministries Scholarship**

Good news! Earning a scholarship on your summer work earnings from CUC is much easier.

All students (both CUC & PAA) are eligible for a 30% scholarship up to a maximum of \$1,000 on net summer wages deposited by September 19, 2007, to their school accounts.

At the same time as you deposit your earnings, be sure to submit your payroll "Statement of Earnings" from your last pay period on the Summer Student Labor Direct Pay program for verification of your summer net pay.

### Limit of \$1,000 summer scholarship

Remember, the two ways to earn scholarship dollars in the summer are:

- A. Summer Ministries Scholarship - working in a paid position for a Seventh-day Adventist organization & submitting the earnings by September 19, 2007, for a 30% scholarship, &
- B. Community Service Scholarship - volunteering during July & August 2007 for a non-profit organization (excluding SDA summer camps) & receiving a \$125 scholarship for each 25 hours of service.

The limit of scholarship from either one or in combination is \$1,000.



*Questions?*

Contact your work supervisor or the Student Finance Office.