

Login

**Note:** Before adjusting subsidy hours in the Work Study Subsidy Management system, you must be approved to participate in the program. To request access, complete the applicable [request form](#) on the Work Study website.

- Click on the link to the Work Study Subsidy Management system, found on the Work Study System Project page of the McGill Scholarships and Student Aid Work Study Employer [website](#) or this direct system [link](#).
- To log into the Work Study Subsidy Management system, you must enter your McGill credentials. You may be prompted for a second method of authentication (if you have opted-in to two-factor authentication).
- If you already used your credentials to log into another application (such as Office 365), you will not be prompted to sign in again.

Overview of the Work Study Subsidy Management dashboard

1.	▼	Year	Term	Supervisor Org Unit	Manager Name	Faculty	Requested Hours	Approved Hours	Reimbursed Hours	Remaining Hours	Expired Hours	Actions
		1920	201909	Information Technology Training and Communications Team			150	0	0	0	0	5.
		Request #	Requestor		Requested	Approved	Status	Status Date	Activity Date	Submitted Date	Actions	
2.		ES000024			50	0	Pending	Jul 15, 2020	Jul 15, 2020	Jul 15, 2020		
		ES000021			100	0	Pending	Jul 15, 2020	Jul 15, 2020	Jul 15, 2020		

- Arrow** icon: Click to view information about your subsidy hours requests for an Academic Year and Term
- Request** number: Each request for subsidy hours is attributed a unique request ID number
- Requested hours**: Displays the total hours requested for a given term, according to Request number
- Status** column: Informs you of the status of your request for subsidy hours
- Actions** column: Click to apply actions to requests for Subsidy Hours (for example, make edits or view comments)
- Pencil** icon: Allows you to edit any requests for subsidy hours that are still pending approval
- Comments** icon: Allows you to view any comments about your request left by the Scholarships and Student Aid Office

How to adjust subsidy hours

**Note:** You cannot adjust a request for subsidy hours that has already been approved by the Scholarships and Student Aid Office. Instead, you must submit a new request.

Request #	Requestor	Requested	Approved	Status	Status Date	Activity Date	Submitted Dat	Actions
ES000025		85	60	Approved	Jul 15, 2020	Jul 15, 2020	Jul 15, 2020	
ES000022		5.	0	Pending	Jul 15, 2020	Jul 15, 2020	Jul 15, 2020	

- On the Work Study Subsidy Management dashboard, you will see your recently requested hours displayed.
- Select the **▼ Arrow** icon located to the left of the term for which you would like to adjust a request.
- In the **Actions** column beside your **Pending** request, click on the **Pencil** icon to adjust requested hours.
- Edit the number of subsidy hours in the **Requested** field (you may add or reduce hours from the initial request).
- To save your adjustment, click on the **Check mark** icon.
- To view any comments related to your requests, click on the **Comments** icon.

FAQs

Please refer to the [Frequently Asked Questions](#) page of the Work Study website.  
For a detailed list of terms used in the Work Study Subsidy Management system, visit the [Work Study Glossary](#).

Need help?

If you are experiencing issues with your Work Study status, subsidy requests, subsidy payments or any other functional issues, contact [✉ work.study@mcgill.ca](mailto:work.study@mcgill.ca).  
For technical support and questions regarding access to the Work Study Subsidy Management system contact the IT Service Desk at 514-398-3398.