

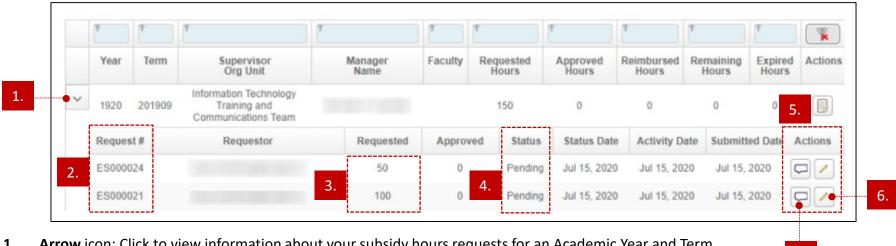
### How to Adjust Subsidy Hours in the Work Study Subsidy Management System

#### 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.
- 2. 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. 3.

### Overview of the Work Study Subsidy Management dashboard



- Arrow icon: Click to view information about your subsidy hours requests for an Academic Year and Term 1.
- Request number: Each request for subsidy hours is attributed a unique request ID number 2.
- 3. Requested hours: Displays the total hours requested for a given term, according to Request number
- 4. **Status** column: Informs you of the status of your request for subsidy hours
- 5. 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 6.
- 7. 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.



- On the Work Study Subsidy Management dashboard, you will see your recently requested hours displayed. 1.
- **Arrow** icon located to the left of the term for which you would like to adjust a request. 2.
- In the **Actions** column beside your **Pending** request, click on the **Pencil** icon to adjust requested hours. 3.
- Edit the number of subsidy hours in the **Requested** field (you may add or reduce hours from the initial request). 4.
- To save your adjustment, click on the Check mark icon. 5.
- 6. 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.

For technical support and questions regarding access to the Work Study Subsidy Management system contact the IT Service Desk at 514-398-3398.