Lakehead UNIVERSITY | Office of Student Awards and Financial Aid

Work Study Departmental Workflow

Spring/Summer

February 1

WSP Application opens for Departments

WPS Program information

Application on MySuccess

Department Submits RTH + WSP Application

Note: For March 1 approval RTH (Request to Hire) must be submitted by February 15.

Department adds RTH approval number to WSP application

March 1

WSP Application decisions released

by SAFA to Departments

March 1

Approved WSP postions posted on

mySuccess for Students

Department begins Hiring Process

If Job posting expires with no applicants, contact WSP representative with Job ID# to

1) repost position; or

2) cancel WSP Application

If Position is filled, Departments send Confirmation of Eligibility forms (COE) to WSP representative