Work Study Hiring Approval Process

All Work Study students must accept an offer letter <u>and</u> be approved through the Online Hiring Approval/HUB by the Work Study hiring deadline.



Online Hiring Approval

- This process is web-based in a secure environment due to the confidential nature of the Hiring Approval process. Only approved users issued with <u>UTFORMA</u> can log in to the system.
- All Business Officers listed on the approved CLNx job posting are pre-registered to have access.
- Access for new users may be requested directly through the HUB or by email to workstudy@utoronto.ca (UTORid must be provided + authorization from supervisor)

What you will need

- $\circ~$ Copy of the signed Work Study Letter of Offer and Student Number
- Up-to-date contact information for Employer/Supervisor and Business Officer (optional: payroll officer/secondary admin contact)
- Chrome Browser (NB: Firefox will work if it has been configured for UTFORMA login; Internet Explorer will not work)

http://hub.adm.utoronto.ca - Log into the HUB system with your UTORid and follow the HUB Manual (next pages)

HUB Manual: Work Study Online Hiring Approval

A student cannot begin work until they receive electronic confirmation of their eligibility through this process.

Important Reminders

- If a student begins working and does not receive Work Study approval, the Letter of Offer is considered null. The hiring department may hire another eligible student for the position but only if the Work Study hiring period is open.
- Upon review by the University Registrar's Office the Online Hiring Approval status will change to "COMPLETED / APPROVED" or "INELIGIBLE / NOT APPROVED". The Employer/Supervisor, Student, Business Officer (and payroll contact if indicated) are notified by email.
- If your record does not have "**REVIEW BY UNIVERSITY REGISTRAR'S OFFICE**" status, select the record, review the information under the Business Officer Section, Change the Task Status, and click Save to submit.
- You can review and confirm the **status** of the **Online Hiring Approval** for any of your positions by going back to the "Create Search Hiring Approval Forms" and searching by Work Study Job ID or Student Number.
- If you have connected the wrong student to a Work Study position, or connected a student to the wrong Work Study position, you cannot edit the online form. Please contact <u>workstudy@utoronto.ca</u>
- Students may only accept one Work Study position per session and may not switch jobs if the original hiring department has issued a letter of offer and submitted the online hiring approval; you will get an error if you try to complete an online hiring approval for a student already hired into another Work Study position.

NEXT: HUB Steps 1-8 (instructions w/screenshots)

- Log in with UTORid: <u>http://hub.adm.utoronto.ca</u>
- Click on Work Study (button)

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Select Site		
Developed & Maintained with 🎔 by University Registrar's Office. Proudly 🔶		

- Select **Pages** (menu item) from the upper right-hand corner
- Click on Create/Search Hiring Approval Forms

TORONTO	University Registrar's Office - Work-Study	Pages	Dashboard	å• 1	. 0
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You may want to open this instruction pa	ge in another browser window while going through the process and/or download the HUB Manual 📑 from	n the CLNz website.			
What you will need					
1. Copy of the Work Study Letter 2. Student Number	of Offer with appropriate Work Study Job ID				
3. Up-do-date contact informatio	n for the Employen/Supervisor and Business Officer (option to add a Payroll Officer)				
Important Reminders					
 If a student begins working an Work Study biring period is on 	d does not receive Work Study approval, the Letter of Offer is considered null. The hiring depart	tment may hire another eli	gible student for th	e position but	only if the
 Upon review by the University Student, Business Officer (and 	Registrar's Office the Online Hiring Approval status will change to "COMPLETED / APPROVED" pavoli contact if indicated) are notified by email.	or 'INELIGIBLE / NOT AP	PPROVED*. The Em	ployer/Supervi	50(,
 If your record does not have "I Save to submit. 	VEVIEW BY UNIVERSITY REGISTRAR'S OFFICE" status, select the record, review the informatic	on under the Business Offic	cer Section, Change	the Task Statu	s and click

• Click on +Hiring Approval Form (button)

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- Enter Job ID and Student Number ***If the record does not populate then the Job ID and/or student number is incorrect***
- Select the Payroll method
- Click on +Create (button)

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- A new window will open displaying the Work Study Job ID indexed by the student number of the new hire
- Click the "Eye" icon to continue with the Hiring Approval Form

Create/Search Hiring A	pproval Forms						
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- The Hiring Approval Form is populated from ROSI and the CLNx job posting
- Scroll down to edit the Business Officer Section
- Click Edit (button)
 - ***Notify workstudy@utoronto.ca for changes to Employer information***

Session	Recipient	Session	Recipient	20229	20231	6.0
ob Info from CLN						
ob #: 555555 😰		Position: Program As	isistant	Campus: UTSG	Sessio	on: Summer 2023
mp. Name: Carm Ma	achida	Emp. Email: carm.ma	chida@utoronto.ca	Busi, Off. UTOR ID: busine	ss.officer Busi. (Off. Email: minn.kim@utoronto.ca
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- Click on **Magic Wand** (button) to automatically populate the account and contact information from the CLNx job posting
- Review and change/correct as necessary
 Note any changes required for a subsequent CLNx job reposting

Session Recipient			6.0		
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Job Info from CLN	Fund #	Order#			
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- Once data is correct, change **Task Status** from "PENDING WITH BUSINESS OFFICER" to "REVIEW BY UNIVERSITY REGISTRAR'S OFFICE"
- Click on Save (button) to submit
 If you do not do this final step the form will not be submitted for approval and the application will remain in your queue

University Registrar's Office	Business Officer Section		× * * * * * * * * *
	Fund Centre 101366	Cost Centre 11546	Didd.
Job Info from CLN	Fund #	Order#	
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