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.

Work Study Letter of Offer

Supervisor/Employer will work with their department to issue the conditional Work Study Letter of Offer to the successful candidate

Online Hiring Approval

If the student accepts the offer, the departmental Business Officer (or designate) will complete the Online Hiring Approval

Confirmation of Work Study Program Student

An electronic notification is sent to the Employer, Student, Business Officer (and payroll contact if indicated). **IF APPROVED, the student is confirmed as a Work Study student and may begin working.**

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 UTORMA 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

- o Copy of the signed Work Study Letter of Offer and Student Number
- o Up-to-date contact information for Employer/Supervisor and Business Officer (optional: payroll officer/secondary admin contact)
- o **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 workstudy@utoronto.ca

- 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.

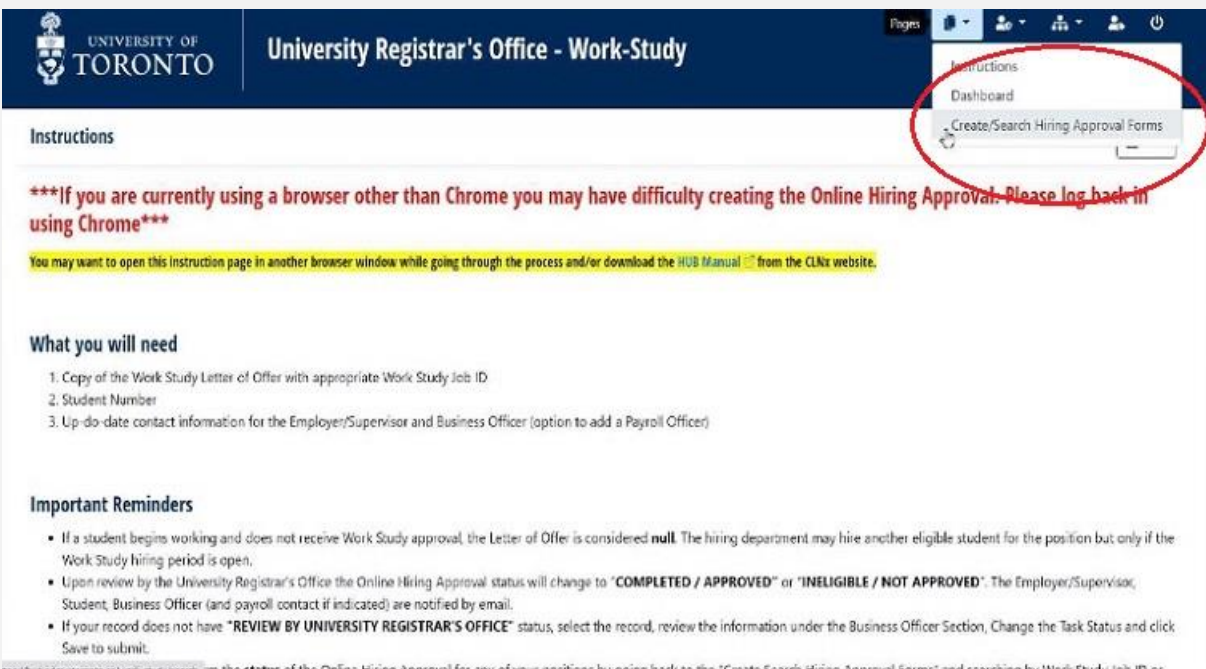NEXT: HUB Steps 1-8 (instructions w/screenshots)

Step 1

- Log in with UTORid: http://hub.adm.utoronto.ca
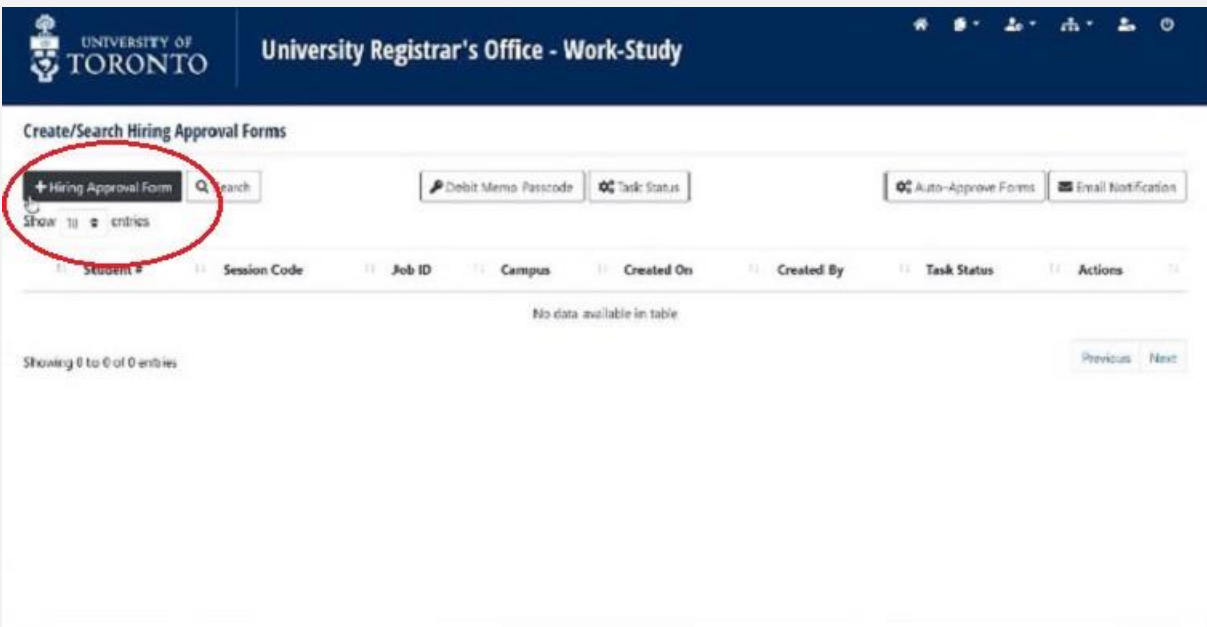- Click on **Work Study** (button)
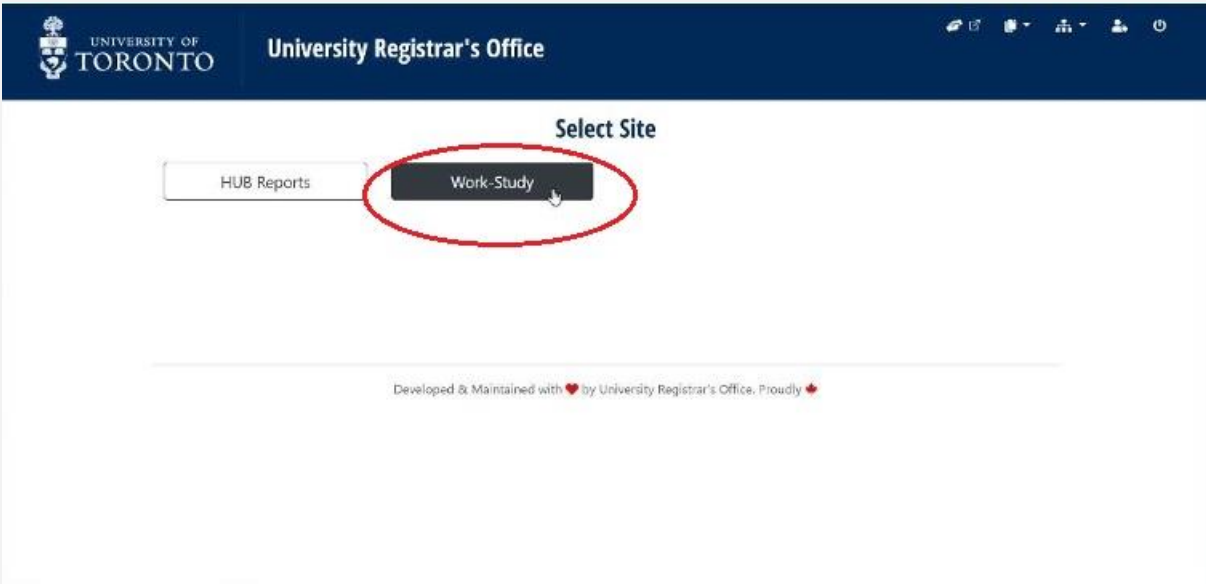
Step 2

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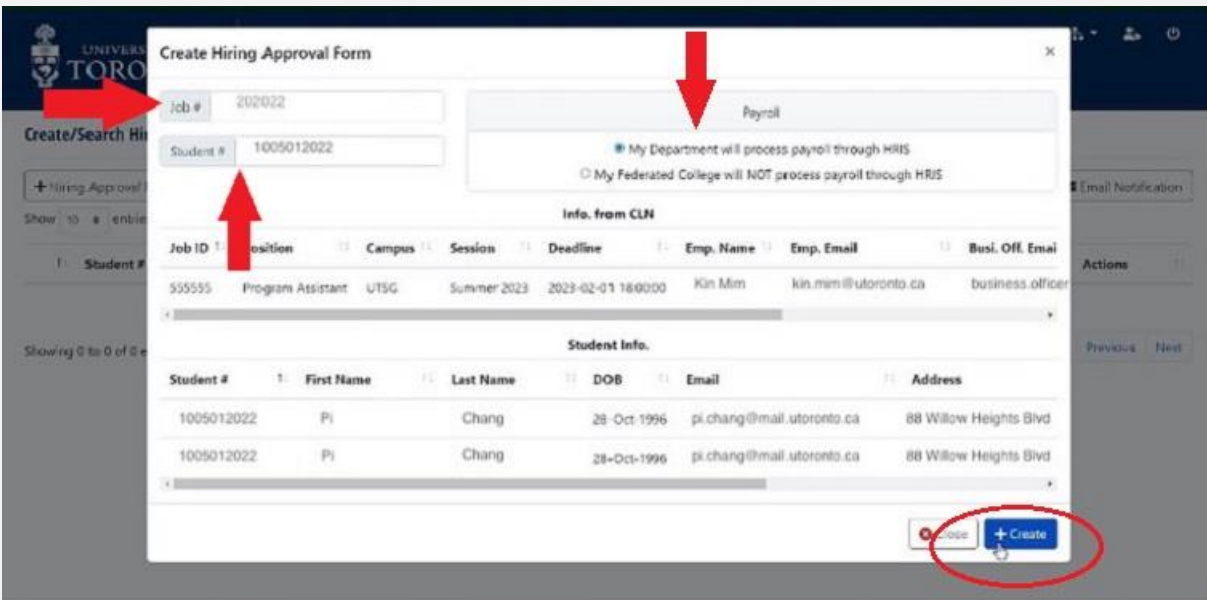- Click on **Create/Search Hiring Approval Forms**

Step 3

- Click on **+Hiring Approval Form** (button)

Step 4

- 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)

Step 5

- 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

Step 6

- 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 ***

Step 7

- 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

Step 8

- 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