

# Work Study Hiring Approval Process (2022 Fall-Winter)

## Overview

All Work Study Students must be approved through the Online Hiring Approval (via Enrolment Services HUB). **The deadline for the Online Hiring Approval submission is September 30, 2022.**



## 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 [UTFORMA](#) 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 through the HUB:  
UTORID required + authorization from supervisor + UTFORMA set up

### What you will need

- Copy of the Work Study Letter of Offer with appropriate Work Study Job ID and Student Number
- Up-to-date contact information for Employer (Supervisor) and primary 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 in to the [Online Hiring Approval](#) (URL above) with your UTORID credentials and follow the HUB Manual (next pages).

# HUB Manual: Work Study Online Hiring Approval

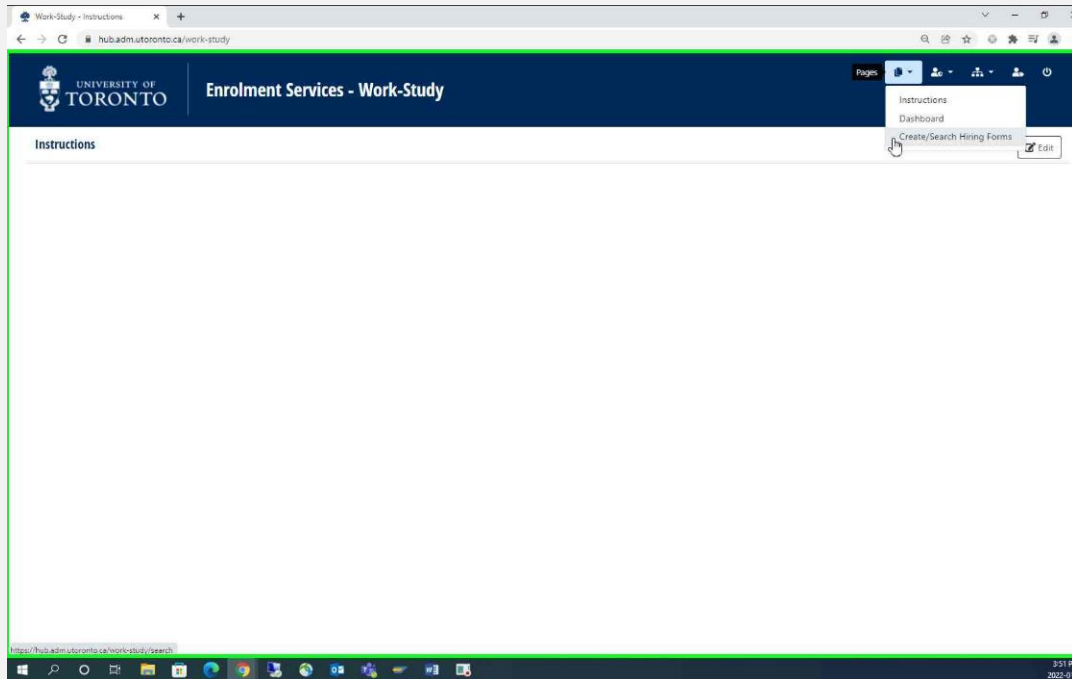
*A student cannot begin work until they receive electronic confirmation of their eligibility from Enrolment Services through this process. If a Work Study student begins working and does not receive Work Study approval, the Letter of Offer is considered null. The hiring department may hire another eligible student into the position but only if it is still within the Work Study hiring period.*

- Upon review by Enrolment Services the Online Hiring Approval status will change to **“COMPLETED”** if approved or **“INELIGIBLE”** if not approved. The Supervisor, Student, and Business Officer are notified by email.
- 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 Forms" and searching by Work Study Job ID or Student Number.
- If your job does not have **"REVIEW BY ENROLMENT SERVICES"** status, select the record, review the information under the Business Officer Section, Change the Task Status and click Save to submit.
- 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](mailto: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 1-7

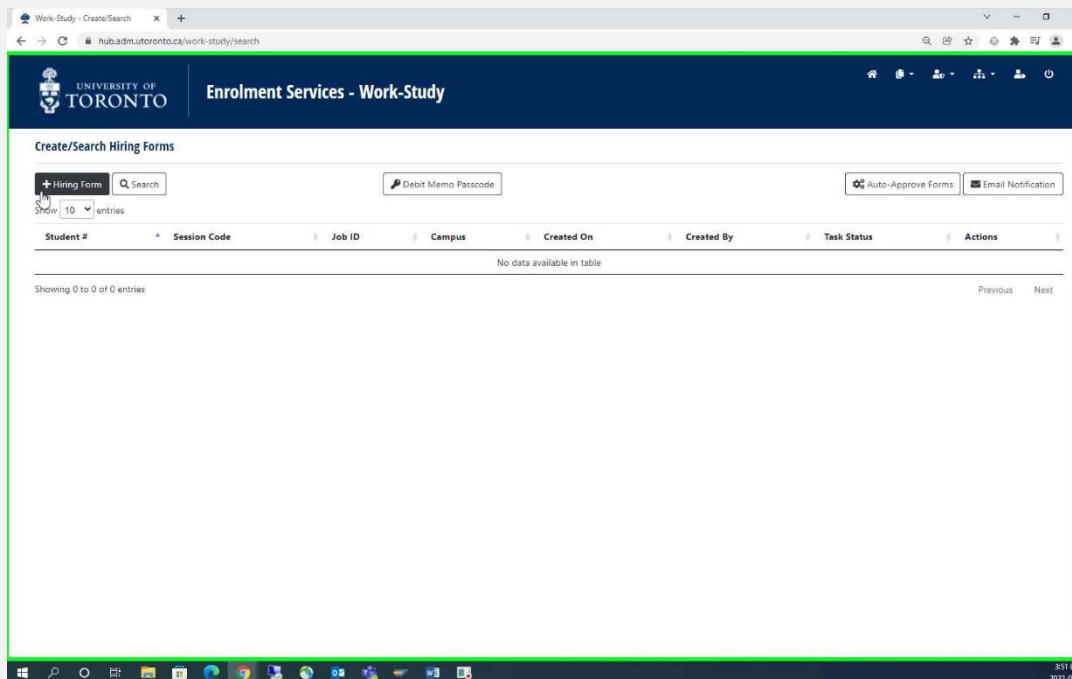
Login with UTORID: <http://hub.adm.utoronto.ca>

## Step 1



- Select **Pages** from the drop down in the upper right hand of the screen
- Select **Create/Search Hiring Forms**

## Step 2



- Select **[+ Hiring Form]** Button

## Step 3

Job ID	Position	Campus	Session	Deadline	Emp. Name	Emp. Email	Busi. Off. Ema
202022	WS Program Assistant	UTSG	Fall/Winter 2021/22	26-Jan-2022 17:00:00	Kin Mim	kin.mim@utoronto.ca	business.officer@utoronto.ca

Student #	First Name	Last Name	DOB	Email	Address
1005012022	PI	Chang	28-Feb-2000	pi.chang@mail.utoronto.ca	88 Willow Heights Blvd., Markham, ON, L6C2Z4, Canada
1005012022	PI	Chang	28-Feb-2000	pi.chang@mail.utoronto.ca	88 Willow Heights Blvd., Markham, ON, L6C2Z4, Canada

- Enter Job ID and student number from Work Study Letter of Offer

If the form does not populate than the Job ID and/or student number is incorrect.

- Select Payroll method
- Click **Create**

## Step 4

Student #	Session Code	Job ID	Campus	Created On	Created By	Task Status	Actions
1005012022	20219	202022	UTSG	2022-01-26 15:54:18	Kin Mim	PENDING WITH BUSINESS OFFICER	

- A new window will open displaying the Work Study Job ID indexed by the student number of the new hire
- Click on the “Eye” icon to continue with the Hiring Approval Form (a new window will open)

## Step 5

The screenshot shows the 'Enrolment Services - Work-Study' web application. The 'Business Officer Section' is highlighted, showing a form with the following fields:

- Job #: 202022
- Emp. Name: Kin Mim
- Fund Centre: 123456
- Position: WS Program Assistant
- Emp. Email: kin.mim@utoronto.ca
- Cost Centre: 12345
- Campus: UTSG
- Busi. Off. UTOR ID: buofficer
- Fund #:
- Session: Fall/Winter 2021/22
- Busi. Off. Email: business.officer@utoronto.ca

Below the form, there are instructions: "INSTRUCTIONS TO BUSINESS OFFICER: Complete the position funding and business officer contact information. The PS information below will be used for the transfer of funds to support your positions (according to the work-study funding model). Please ensure this information is ACCURATE".

The 'Payroll via HRIS' section includes fields for Fund Centre, Cost Centre, Campus, Fund #, Order #, Commitment Item, Notes, and Payroll Officer Email (UTSC & UTM only). The Task Status is 'PENDING WITH BUSINESS OFFICER'.

The 'Enrolment Services Section' includes an 'Edit' button, Task Status, Notes, WUSC: No, and Cost Share Exempt: No.

The 'Payrolls' and 'Debit Memos' sections are currently empty.

- The Hiring Approval Form is populated from ROSI and the information entered on the CLNx job posting
- You will edit the **Business Officer Section**
- Click **Edit**

Notify [workstudy@utoronto.ca](mailto:workstudy@utoronto.ca) for changes to Employer information

## Step 6

The screenshot shows the 'Enrolment Services - Work-Study' web application with a modal window open for the 'Business Officer Section'. The modal contains the following fields:

- Fund Centre
- Cost Centre
- Fund #
- Order #
- Commitment Item
- ONLY if value is DIP-UTRA\*\*
- Payroll Off. Email
- UTSC & UTM only
- Task Status: PENDING WITH BUSINESS OFFICER
- Busi. Off. Email
- Notes

At the bottom of the modal, there are three buttons: 'Close', 'Magic Wand', and 'Save'. The 'Magic Wand' button is highlighted with a mouse cursor.

- Click on **Magic Wand** to populate account and contact information from the CLNx posting
- Review and change/correct as necessary

*Incorrect information should be corrected on CLNx before the job is re-posted in a subsequent session.*

# Step 7

The screenshot shows a web application interface for 'Enrolment Services - Work-Study'. A modal window titled 'Business Officer Section' is open, displaying various fields for data entry. The 'Task Status' dropdown menu is open, showing 'REVIEW BY ENROLMENT SERVICES' selected. The 'Save' button is highlighted with a mouse cursor. The background page shows 'Job Info from CLN', 'Business Officer Section', and 'Enrolment Services Section'.

Business Officer Section

Fund Centre: 123456 Cost Centre: 12345

Fund #: Order #

Commitment Item

ONLY if value is EXP-UTSA\*\*

Payroll Off. Email

UTSC & UTM only

Task Status: REVIEW BY ENROLMENT SERVICES

Busi. Off. Email: business.officer@utoronto.ca

Notes

Close Magic Wand Save

- Once data is confirmed correct, change **Task Status** from "PENDING WITH BUSINESS OFFICER" to "REVIEW BY ENROLMENT SERVICES"
- Click **Save**

Important! If you do not do this final step the form will not be submitted for approval and the application will remain in your queue.