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**.

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

Online Hiring Approval
Departmental Business Officer (or designate) will complete the Online Hiring Approval

Confirmation of Work Study Program Student
An electronic notification is sent to the Supervisor, Student, and Business Officer. **IF APPROVED** 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 through the HUB:
  UTORID required + authorization from supervisor + UTORMA 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 UTORMA 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.

- **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.
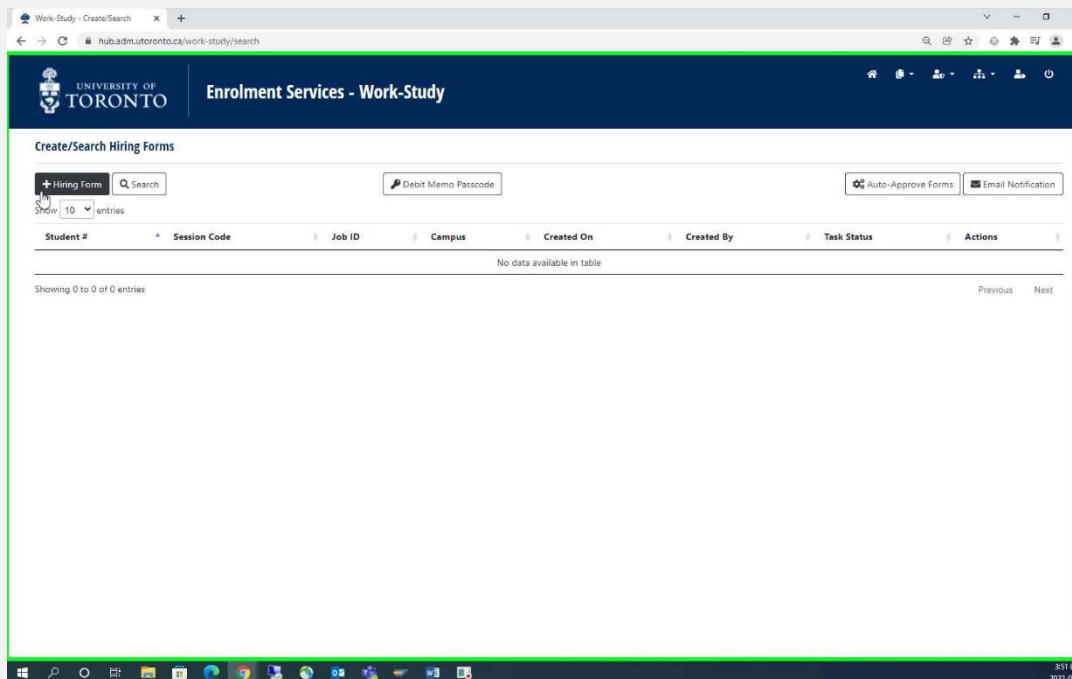
NEXT: HUB Steps 1-7

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

Step 1
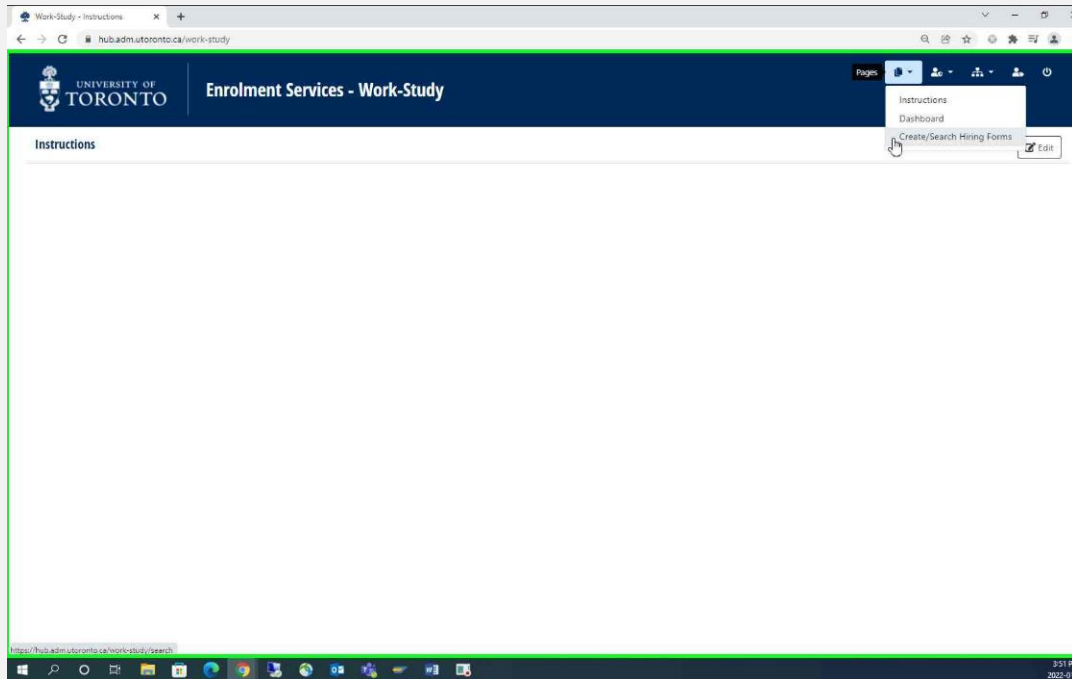
- Select **Pages** from the drop down in the upper right hand of the screen

- Select **Create/Search Hiring Forms**

Step 2

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

Step 3

- 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

- 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 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 for changes to Employer information

Step 6

- 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

- 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.