

# Work Study Hiring Approval Process

All Work Study students must accept an offer letter and 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 [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 directly through the HUB or by email to [workstudy@utoronto.ca](mailto:workstudy@utoronto.ca) (UTORid must be provided + authorization from supervisor)

## What you will need

- 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.

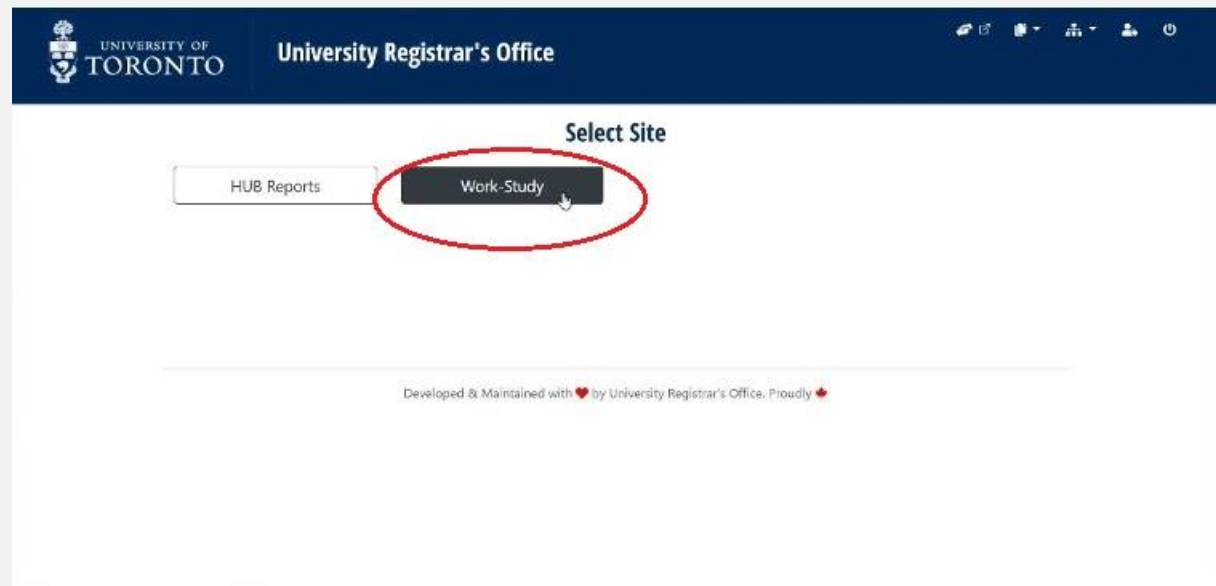
## Important Reminders

- 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 [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 1-8 (instructions w/screenshots)

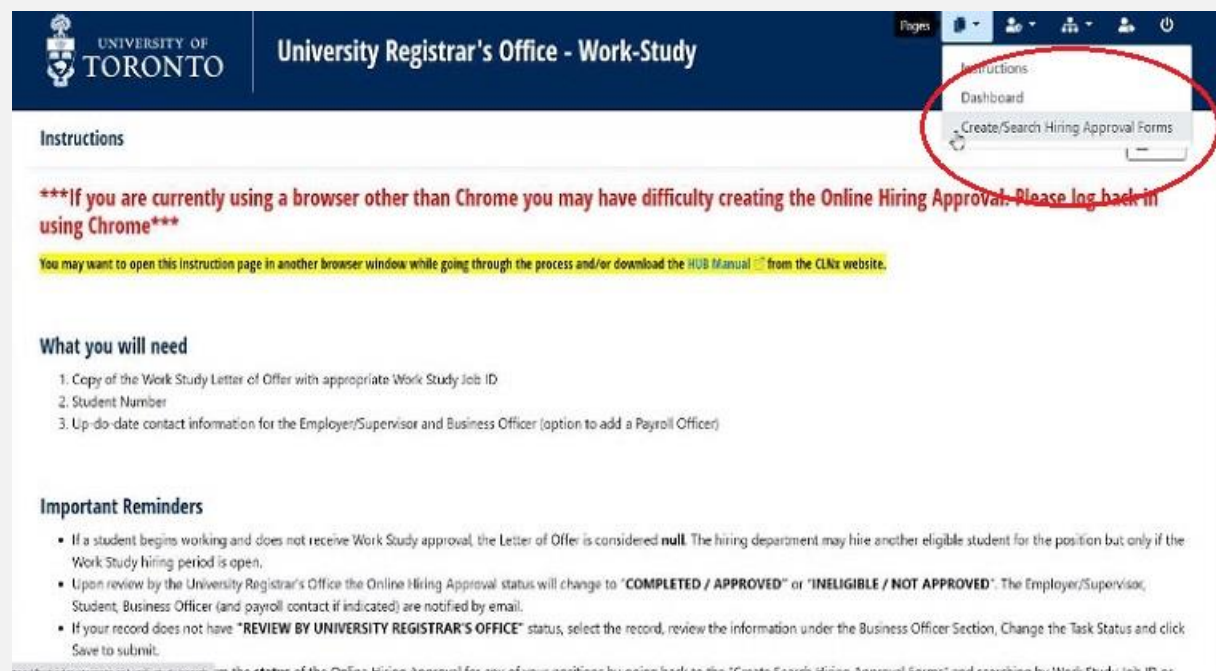
# Step 1

- 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)

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Create/Search Hiring Approval Forms

**+ Hiring Approval Form** Search

Debit Memo: Passcode Task Status Auto-Approve Forms Email Notification

Show 10 entries

Student #	Session Code	Job ID	Campus	Created On	Created By	Task Status	Actions
No data available in table							

Showing 0 to 0 of 0 entries

Previous Next

## 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)

Create Hiring Approval Form

Job # 202022

Student # 1005012022

Payroll

☒ My Department will process payroll through HRIS

☐ My Federated College will NOT process payroll through HRIS

Info. from CLN

Job ID	Position	Campus	Session	Deadline	Emp. Name	Emp. Email	Busi. Off. Email
55555	Program Assistant	UTSG	Summer 2023	2023-02-01 16:00:00	Kin Mim	kin.mim@utoronto.ca	business.officer

Student Info.

Student #	First Name	Last Name	DOB	Email	Address
1005012022	Pi	Chang	28-Oct-1996	pi.chang@mail.utoronto.ca	88 Willow Heights Blvd
1005012022	Pi	Chang	28-Oct-1996	pi.chang@mail.utoronto.ca	88 Willow Heights Blvd

Cancel + Create

## 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

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Create/Search Hiring Approval Forms

+ Hiring Approval Form Search Debit Memo Passcode Task Status Auto-Approve Forms Email Notification

Show 10 entries Search: Search filtered results

Student #	Session Code	Job ID	Campus	Created On	Created By	Task Status	Actions
1005012022	20235	555555	UTSG	2023-07-01 16:58:23	Kim Minn	PENDING WITH BUSINESS OFFICER	

Showing 1 to 1 of 1 entries

First Prev 1 Next Last


## Step 6

- The Hiring Approval Form is populated from ROSI and the CLNx job posting
- Scroll down to the **Business Officer Section** and **note instructions in blue box:**  
Complete the position funding and business officer contact information (**one email address only**). A second contact may be added under "Payroll Officer Email".
- Click **Edit** (button)



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Session Recipient Session Recipient 20229 20231 6.0 Quick Nav

**Job Info from CLN**

Job #: 555555  Position: Program Assistant Campus: UTSG Session: Summer 2023  
 Emp. Name: Carm Machida Emp. Email: carm.machida@utoronto.ca Busi. Off. UTOR ID: business.officer Busi. Off. Email: minn.kim@utoronto.ca  
 Fund Centre: 101366 Cost Centre: 11546 Fund #:

**Business Officer Section**

  History

**INSTRUCTIONS TO BUSINESS OFFICER:** Complete the position funding and business officer contact information (**one email address only**). A second contact may be added under "Payroll Officer Email". The FIS information will be used to charge back the department for any payroll overages not automatically captured in HRIS. Please ensure this information is accurate.

**Payroll via HRIS**

Fund Centre: Fund #: Commitment Item: Task Status: PENDING WITH BUSINESS OFFICER  
 Cost Centre: Order #: Notes:  
 Campus: UTSG Business Officer Email: Payroll Officer Email:

## Step 7

- Click on **Magic Wand** (button) to automatically populate the account and contact information from the CLNx job posting
- Review and update as necessary. **DO NOT ADD MULTIPLE CONTACTS IN THE EMAIL FIELDS.**

University Registrar's Office

Session Recipient

Job Info from CLNx

Job #: 555555 ☒

Emp. Name: Cam Machida

Fund Centre: 101366

Business Officer Section

☒ Edit ☐ Payroll

INSTRUCTIONS TO BUSINESS OFFICER: Officer Email. The FIS information will

Fund Centre:

Cost Centre:

Campus: UTSG

Business Officer Section

Fund Centre: Cost Centre:

Fund #: Order #:

Commitment Item:

ONLY if value is DIP-UTSG\*\*

Payroll Off. Email:

Task Status: PENDING WITH BUSINESS OFFICER

Busi. Off. Email:

Notes:

Close Magic Wand Save

## 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.**

University Registrar's Office

Session Recipient

Job Info from CLNx

Job #: 555555 ☒

Emp. Name: Cam Machida

Fund Centre: 101366

Business Officer Section

☒ Edit ☐ Payroll

INSTRUCTIONS TO BUSINESS OFFICER: Officer Email. The FIS information will

Fund Centre:

Cost Centre:

Campus: UTSG

Business Officer Section

Fund Centre: 101366 Cost Centre: 11546

Fund #: Order #:

Commitment Item:

ONLY if value is DIP-UTSG\*\*

Payroll Off. Email: payroll.officer@utoronto.ca

Task Status: REVIEW BY UNIVERSITY REGISTRAR'S OFFICE

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

Notes:

Close Magic Wand Save