WORK STUDY PROGRAM - FREQUENTLY ASKED QUESTIONS

The FAQ includes Frequently Asked Questions about the Work Study Program not addressed on the CLNx Work Study pages. Please login to CLNx.utoronto.ca and refer to the following pages for full details about the following topics:

- Program Requirements & Eligibility
- Work Study Program Dates
- Step-by-Step Process & Forms
- Supports for Supervisors

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COMMUNICATION

Q. How are faculty and staff notified about the Work Study Program?
A. At the start of each Work Study Program session all 100% FTE appointed U of T Faculty and Staff are sent an email notifying them that the Work Study Program is accepting submissions. UTSC and UTM faculty and staff receive emails through their faculty and staff list servs. After the submission period closes, only faculty and staff with an approved Work Study position for the current session will receive communication about key steps and requirements for that session. This process repeats for each program session.

SUBMITTING A WORK STUDY POSITION

Please refer to the Step-by-Step Process & Forms page on CLNx.utoronto.ca for detailed instructions about posting a Work Study position and other key requirements and steps.

Q. If I listed a Work Study opportunity last year, do I need to reapply this year?
A. Yes, hiring managers must resubmit their Work Study position for each program cycle. However, submissions from hiring departments who have not paid their contribution from a previous Work Study session will not be approved until the outstanding contribution has been paid-in-full. Contact workstudy@utoronto.ca to make payment arrangements.

Q. How detailed does my position description have to be?
A. You must include duties and performance expectations in your position description. The more detailed description you provide, the more likely you are to find the most suitable candidate. It is recommended that you outline for the students what they will gain from the experience, the expectations for their availability and what you are seeking in a candidate. Keep in mind that these opportunities must supplement the student’s current field of study with relevant experience and/or provide duties (non-clerical in nature) that are useful for exploring future academic programs or career areas. This experience will be a part of a student’s Co-Curricular Record (CCR); for more details on the CCR, please visit, www.ccr.utoronto.ca
Q. Why do I have to select CCR competencies on my Work Study posting?
A. The Co-Curricular Record (CCR) provides a centralized database of activities that lets students easily search for opportunities beyond the classroom. Competencies will be linked to activities, which will help students make the connection between their involvement and learning, allowing them to frame their experiences and skills to employers, graduate and/or professional programs, and for awards and scholarships. Students will be able to print at any point an official validated record of their involvement at the University of Toronto. As the University of Toronto’s Work Study Program is designed to provide students with the opportunity to develop their knowledge, skills and experience through paid work on campus, the position you post for Work Study must be in-line with CCR principles and will appear on the students Co-Curricular Record. For details about CCR, please visit: https://ccr.utoronto.ca/about-ccr/q-a.htm

Q. When will I receive notification that my Work Study submission has been approved?
A. All positions are reviewed after the submission deadline; you will not receive a confirmation before that date. For further detailed instructions, please Login to CLNx and see Step 1 – Submit a Work Study Position on the Step-by-Step Process & Forms.

Q. Can I make changes to my posting after it has been approved? If so, how?
A. Yes! You can make changes to your Work Study posting up to and including the last day for submissions and then again during the Student Application Period (i.e. not during the Approval Period).

Please note that changes will need to be approved; after you submit the changes the position will not be visible to students until it has been re-approved (typically within 1-2 business days). Therefore, it is not recommended that you make any changes late Friday or over the weekend.

To view and edit your Work Study position: login to CLNx, on your Dashboard click the ‘Job Postings’ tab > click the blue view button beside the position you would like to edit > click Posting Options > click Edit Posting Details > make the necessary changes and then click Submit Changes for Approval

Q. Will my position be approved if I have not paid my hiring department contribution from a previous Work Study session?
A. No. Hiring departments who have outstanding contributions will not have their positions approved until the outstanding contribution has been paid-in-full. Contact workstudy@utoronto.ca to make payment arrangements.

Q. Where and how can I find my Job Position Number?
A. Once your position has been approved, you can access it by logging into your account on CLNx. When you access your posting, you will notice that there is a five or six digit number in front of the position title; this is your Job Position Number (it will be the number you reference on the Online Hiring Approval Form).

PROMOTING WORK STUDY POSITIONS

Q. My position has been approved; is there a guarantee that my position will be filled?
A. There are no guarantees that your position will be filled; students apply to positions that interest them. For this reason, we recommend providing a detailed description in the posting.

Q. How can I increase the number of applicants? Can I post my Work Study position on other job boards or through methods outside of CLNx?
A. Once your position has been approved by Enrolment Services, you are welcome to advertise your Work Study positions outside of the Career & Co-Curricular Learning Network. You can post details on your department's website, send an email out through a departmental listserv, make class announcements, post details within your office etc. Promotion outside of U of T is strongly discouraged as only U of T student are eligible for these positions. All interested students must apply via CLNx.

STUDENT APPLICATION PROCESS

Q. Can a Work Study student accept more than one position?
A. No. Eligible Work Study students can only accept one Work Study position during the Work Study program.

Q. How do students view and apply to Work Study positions?
A. To view and apply to Work Study positions, students must login to the Career & Co-Curricular Learning Network (CLNx) at clnx.utoronto.ca with their UTORid. From there they select Jobs & Recruitment > Work Study > Work Study Jobs where they will be able to browse through all available Work Study positions. Students must apply to positions of interest through CLNx.

Q. Can students from all campuses view and apply to Work Study positions?
A. Yes, students from all campuses can view and apply to positions on any campus. Program start dates vary with the class-start date on each campus. Should you hire a student from a different campus, his/her Work Study start date would correspond with the first day of classes for his/her campus.

Q. How will I know if a student is eligible for the Work Study program?
Please Login to CLNx and refer to the Eligibility section on the Program Requirements and Eligibility page for full eligibility requirements.

WORK STUDY HOURLY RATE AND PAYMENTS

Q. When should the hourly rate for a student in the Work Study Program be higher than the minimum rate, and by how much?
A. There are no set requirements for when a student in the Work Study Program should be provided with a higher hourly rate. A nominal hourly rate increase is meant as recognition of increased experience, skill-set or responsibilities. Please note that the costs associated with paying above the Work Study hourly rate ($15 as of Fall 2019) will be covered at 100% by the hiring department.
Please consider the following:

Hourly rate:
  o Increases to the hourly rate should generally be limited to $.50 to $2.00 an hour

Potential reasons for increased hourly rate:
  o Students returning to the same Work Study role with additional responsibilities – for example, they may help to train or support new Work Study Students or take on other increased responsibilities.
  o Graduate students in the Work Study Program – It may be appropriate to pay an increased hourly rate if your Work Study position targets graduate students as they bring additional insights and expertise to the role.

Q. If we pay a higher hourly rate, how do we process the additional payment?

Fall 2019 details to be updated by September 3, 2019

For spring 2019:
A. Yes. If your department chooses to pay the student a 'top up' in addition to the hourly rate of $14.00 for spring 2019, please complete the following:

For STG and UTM: The top up amount must be entered on Additional Payments using wage type:
  0222 – T4 Flat Amt - No Dues Gen 4% Vac OR
  0223 – T4 Flat Amt - No Dues No Vac
For example, if the employee worked 48.00 hours in the month with a $2.00 top-up, then the amount on Additional Payments would be $96.00 (48.00 hours x $2.00). When using wage type 0222 or 0223, the departmental CC/CFC must be entered in the cost assignment as the 'top up' is funded by the department.
In the assignment number field, a text description may be entered to identify the payment; for example, "Work Study Top Up". If you have further questions about topping up Work Study salary, contact AMS HELP at https://easi.its.utoronto.ca/ams-help-form/

For UTSC:
UTSC Work Study employers should have their Work Study student complete an additional bi-weekly or monthly timesheet (depending on how they are being paid for Work Study) for top up payment. Timesheets can be picked up in the UTSC Human Resources office, room BV526E or downloaded from the UTSC HR website.

Note: It is important to remember that Work Study pay cannot be used to cover wages paid to unionized U of T employees.

Q. How much of the salary is covered if I hire a Presidents Scholar of Excellence Program (PSEP) student or Lester B. Pearson International Scholarship student (Pearson Scholar)?
A. 100% of the salary costs are funded centrally; there is no cost to the Work Study hiring department provided they are within the parameters of the program (e.g. do not exceed maximum number of hours). You can indicate if you wish to consider a PSEP student when you submit a Work Study position; PSEP students can then search specifically for your position on the Work Study job board, as well as see all others.
Q. What is the deadline for students to submit their final timesheets to ensure they get paid?
A. Students must submit all timesheets to their hiring department’s business/payroll officer on a bi-weekly basis. Efforts should always be made to pay students in the appropriate pay period according to when hours were worked. All payroll for the Fall/Winter Work Study program must be processed before the final payroll run in March. Please Login to CLNx and see Step 6 – Timesheets & Tracking Hours on the Step-by-Step Process & Forms page on CLNx.

CONTACT INFORMATION

Q. Who do I contact if I have questions about the Work Study Program?
A. For questions about student eligibility and payment procedures:

Nina Luciano
Enrolment Services
Tel: (416) 978-7960
workstudy@utoronto.ca

For questions about posting a position or program details, please contact your campus liaison:

UTM: Anne Gaiger, anne.gaiger@utoronto.ca, 905-569-5759 OR Jose Chacon j.chacon@utoronto.ca, 905-569-4518

STG: Libby Whittington-West, elizabeth.whittington@utoronto.ca, 416-978-4877

UTSC: Priya Antony, prantony@utsc.utoronto.ca, 416-208-2759