How to Hire a Work Study Student

Overview:

The work-study program helps campus employers by subsidizing wages to students for part-time or full-time jobs.

Work-study program positions must meet the following criteria:

- Be situated on or near a McMaster site
- Consist of duties that would otherwise not be completed
- Not replace or subsidize existing positions
- Not conflict with any existing collective agreements
- Payroll for work study students must be through McMaster Human Resources

To obtain further program information please visit the Student Financial Aid & Scholarships Employer Information page: http://sfas.mcmaster.ca/category/work-programs/

Work/ Study Work Flow Chart:
Roles and Responsibilities:

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Administrator/ Hiring Manager</td>
<td>Prepare job opening and submit for approval.</td>
</tr>
<tr>
<td>Student Financial Aid &amp; Scholarship Office</td>
<td>Review job opening details and approve/deny department work/study funding.</td>
</tr>
<tr>
<td>Department Administrator/ Hiring Manager</td>
<td>Recruit and prepare offer in Mosaic.</td>
</tr>
<tr>
<td>Student Financial Aid &amp; Scholarship Office</td>
<td>Review work/study offers in Mosaic and approve/deny based on student’s eligibility.</td>
</tr>
<tr>
<td>Department Administrator/ Hiring Manager</td>
<td>Send offer letter to successful work/study candidate. Accept offer on behalf of candidate and send onboarding paperwork to HR.</td>
</tr>
<tr>
<td>Human Resources</td>
<td>Verify department and student have been approved for work/study program. Hire student in Mosaic.</td>
</tr>
</tbody>
</table>

**Step 1: Prepare a Job Opening**

**Verify Existing Work/Study Position Code**

The first step in preparing a job opening is to determine if your department has a work/study position code or if you need to request one to be created.

1. Navigate to Department Position Inquiry query to determine if you have an existing work/study position code
   - Enter Job Family: **INTERM**
   - Enter Dept ID: *(your department ID)*
   - Click View Results

5. Review search results to determine if there is an existing work/study position within your department

If the position number is not found continue to step 6.
Request New Work/Study Position Code

6. If the position is not found you have to request the position number to be created. Navigate to the Request New Position Form.

7. Click add New Value
8. Complete the following fields:
   - **Part A - Position Attributes**
     - Subject: include job title, department name
     - Job Code: 000993
     - Department: your department ID
     - Regular/ Temporary: Temporary
     - Full time/ part time: Part Time
     - Standard hours: standard weekly hours as applicable
     - Reports to Position: position code of work/study supervisor
     - Location: campus location

   ![Request New Position Form](image)

   Part B - Security Access for Position

   - Enter security access as applicable for position duties

   ![Security Access for Position](image)

9. Click Save
10. Scroll back to the top and click Submit
You will be notified by e-mail once your position code has been created. Once you have the new position code proceed to creating the job opening.

Create Job Opening

Required job openings fields checklist:

<table>
<thead>
<tr>
<th>Job Family</th>
<th>Funding sources &amp; fringe benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work/study job code</td>
<td>Job Posting Title</td>
</tr>
<tr>
<td>Openings to fill, Target Openings, Available Openings</td>
<td>Job description</td>
</tr>
<tr>
<td>Effective dates of work/study academic term</td>
<td>Job posting destination</td>
</tr>
<tr>
<td>Contract start and end dates</td>
<td>Posting Type</td>
</tr>
<tr>
<td>Employee class</td>
<td>Post date/ remove date</td>
</tr>
<tr>
<td>Estimates weekly hours</td>
<td>Recruitment team</td>
</tr>
</tbody>
</table>

11. Navigate to Create Job Opening page to create job opening

12. Enter Primary Job Opening Information:
   - Job Opening Type: **Standard Requisition**
   - Business Unit: **MAC01**
   - Job Family: **INTERM**
   - Position Number: **work/ study position code**
   - Department: **your department code**
   - Job Code: **000993**
   - Recruiting Location: **1003 (your location on campus)**
   - Job Posting Title: **position title (Example: Office Assistant)**

13. Click continue
There are four tabs in a job opening:

[Table with tabs: Recruitment Details, Screening Settings, Job Postings, Recruitment Team]

14. Start completing the Recruitment Details tab by entering the following fields:
   - Target Openings: number of work/study positions you are applying for
   - Desired Start Date: start date outlined by SFAO

   ![Image of Recruitment Details tab with Target Openings 1 and Desired Start Date]

15. Scroll to the McMaster Specific Info section and enter the following fields:
   - Justification for Hiring
   - Contract Details (start and end date): refer to below link for applicable dates for the current academic term [http://sfas.mcmaster.ca/important-dates/mcmaster-work-programs-dates/]
   - Employee Class: STU
   - Estimated Weekly Hours: as applicable

   ![Image of McMaster Specific Info section]

   - Estimated Annual/Contract Salary Cost: total salary cost for duration of contract
   - Funding Source 1: combo code for salary
   - Code 1 Allocation: percentage of combo code per salary (ex 100%)
   - Estimated Annual/Contract Fringe/Benefit Cost: total benefit cost for duration of contract
   - Funding Source 1: combo code for fringe benefits
   - Code 1 Allocation: percentage of combo code per benefit (ex 100%)

   ![Image of Funding Information section]
Note: please ensure your salary and benefit accounts have been mapped in accordance with the Current Labor-Benefit Account Map page in Mosaic

- Additional comments (if applicable)

16. Click job posting tab to add posting details. If not posting, please skip to step 38.  
17. Click Add job posting (to be completed if position needs to be posted on work/study job board)

18. Add Posting Title  
19. Choose Description Type from dropdown menu: Posting Details  
20. Choose Visibility from dropdown menu: Internal Only  
21. Choose Template from dropdown menu: McMaster Posting Details (Interim)  
22. Complete details as applicable

23. Click Add Posting Description

24. Choose Description Type from dropdown menu: Job Description  
25. Choose Visibility from dropdown menu: Internal Only  
26. Choose Template from dropdown menu: McMaster Job Description  
27. Copy and Paste job description into text box

28. Click Add Posting Description

Note: Please include following disclaimer in body of job description:

*Student’s responsibility to apply for and show proof of Work Study Eligibility to be considered for this vacancy. Proof of eligibility can be found on your “TO DO LIST” on the Mosaic Student Centre Profile.*

29. Choose Description Type from dropdown menu: How to Apply  
30. Choose Visibility from dropdown menu: Internal Only  
31. Choose Template from dropdown menu: How to Apply- Online
32. Click Add Posting Description

33. Choose Description Type from dropdown menu: Employment Equity Statement
34. Choose Visibility from dropdown menu: Internal Only
35. Choose Template from dropdown menu: McMaster Employment Equity

36. Update Job Posting Destinations to post position.
   - Destination: McMaster Work Study Postings
   - Posting Type: Internal Posting
   - Post Date: as applicable
   - Remove Date: as applicable

37. Click ok
38. Click the Recruitment Team tab to add recruitment team.
39. Add Recruiters
   - Primary Recruiter: Kim Finlay
   - Recruiter: HR Advisor or FHS HR Representative
40. Add Hiring Manager

Note: Job Openings submitted without a primary hiring manager will be denied.
41. Upon completion of required fields, review job opening and then click the Save and Submit button to generate a Job Opening ID. The status of the job will change to Pending Approval.

Note: Once the Save and Submit button has been clicked, you will no longer be able to edit the Job Opening requisition and the primary hiring manager will get notified. Please make note of the Job Opening ID to search in the future.

SFA will indicate how many work/study positions have been approved in the bottom of the Recruitment Details page of the job opening.

Once the successful applicant(s) have been determined, an offer has to be prepared in Mosaic.

If the successful applicant applied to the job opening online please proceed to step 49.

**Step 2: Link Successful Applicant**

Note: All Successful Applicants must have Proof of Work Study Eligibility included in application to move to next steps. If Proof of Work Study eligibility is not included in the application, the student may be rejected/denied.

Search Applicant

42. If the successful applicant did not apply to the job opening online, navigate to the applicant screen to search applicant.

43. Clear the prepopulated search fields
   - Unclick Search My Applicants
   - Clear Applicant Status
44. Add Applicant first and last name
45. Click search
If you candidate has an existing applicant record skip to step 49. If there is no record of your applicant you will need to create an applicant record.

Create Applicant

46. Navigate to Create Applicant

47. Enter Personal Information:
   - Applicant Type: **Non-employee**
   - Employee ID: **Student Number**
   - First Name
   - Last Name
   - Address
   - Status Code: **Active**

48. Click Save

Link Applicant to Job Opening

49. Repeat Steps 42-45 to search applicant
50. Click Actions
51. Click Link Applicant to Job

52. Enter Job Opening ID
53. Click Link
Step 3: Prepare/Create Job Offer

54. Navigate to job opening
55. On the Applicants Tab select your applicant and scroll to the right and click Other Actions
56. From the Other Actions drop down list select Recruiting Actions
57. From the Recruiting Actions drop down list select Prepare Job Offer

58. In the Offer Details page complete the following fields:
   - Offer Date
   - Start Date
   - Offer Expiration Date

Note: Job offers submitted outside of the work/study period will be denied.

59. In the Job Offer Components section select:
   - Component: Base Salary
- Offer Amount: enter hourly rate
- Currency: CAD
- Frequency: Hourly

60. In the Offer Letter section select:
  - Letter: MCM Temp Offer
  - Date printed: today's date

61. Click Submit for Approval

The job offer will go to Kim Finlay in SFA for approval. SFA will review the successful candidate’s information to determine if they are eligible for the Work/Study program. To check the status click on the Approvals tab in the Prepare Job Offer window.

If the successful candidate has been approved, you will have the option to generate the offer letter. Skip to step 67 for details.

If the successful candidate has been denied review the notes provided by Kim to determine if you are missing information or if this student is not eligible for work/study. If you are missing information, continue to step 62. If the successful applicant is ineligible for the work/study program, please return to step 11 and create a new job opening using the temporary position code in your area.

62. Follow steps 54-57 to navigate to the Prepare Job Offer page. Click on Approvals tab
63. Review comments from Student Financial Aid office and make updates accordingly.
64. To update job offer click: Edit Offer

65. Update Offer details based on comments from SFAO.
66. Click Submit for Approval

If the successful candidate has been approved, you will have the option to generate the offer letter.

67. Click Generate Letter

68. A word document will download to your computer, edit as required and save to your computer.
69. Once your offer letter is prepared, click the Upload Letter button to upload your edited offer letter back to the Job Opening.
70. Click browse and choose your letter, then click upload.
You can add additional attachments to the offer before posting it to the Candidate Gateway. To do this, you continue on step 66. Otherwise skip to step 69.

71. Click Edit Offer
72. Click Add Organizational Attachment
73. Click browse and choose your additional attachments, then click upload
74. Click Submit

![Message](http://example.com/message.png)

Send Offer through E-mail in Mosaic

75. Navigate to the Offer Details page of the job opening
76. Click the E-mail Applicant button

![Email Applicant](http://example.com/email.png)

77. Update the Contact Method to: E-mail
78. Verify the Recipient Information
79. Add Subject and Message
80. Ensure all your attachments are listed under Attachments.
81. Click Preview to review correspondence
82. Click Return
83. Click Send

Accepting the Offer

84. Once the applicants Disposition reflects Offer, click Other Actions
85. Click Recruiting Actions
86. Click Accept Offer

![Applicants](http://example.com/applicants.png)

Once the offer has been accepted, please send the onboarding paperwork to your HR Advisor for processing. The onboarding paperwork should include:

- Signed Offer Letter
- Contact and Deposit Form
- TD1 and TD1 Ontario Tax Forms for the current year
- Job opening number

Please ensure you get the paperwork to your HR Advisor before the payroll cutoff.

Payroll Cutoff Calendar: [http://www.workingatmcmaster.ca/hris/cutoffs/](http://www.workingatmcmaster.ca/hris/cutoffs/)