



2014-2015 Work Study Frequent Asked Questions (Faculty & Staff)

Q. How do you determine the eligibility of a Work Study employer?

A. To hire Work Study students, an employer must be a member of the U of T faculty and staff. Work Study employers must be on-campus for the duration of the program; employers who take a leave or change their position during the program period must contact Enrolment Services to inform them of the change in circumstances.

PhD Candidates, post-doctoral fellows and casual staff members are not eligible to hire Work Study students.

Q. What are the responsibilities of a Work Study employer?

A. Work Study employers must:

- provide appropriate training and supervision;
- ensure student(s) have an accurate understanding of the duties, hours of work and job performance expectations when they are hired;
- introduce the payroll officer and the alternate contact to the hired students;
- ensure students are paid promptly for hours worked through the hiring department's payroll officer.

Q. If I listed a Work Study opportunity last year, do I need to reapply this year?

A. Yes, returning employers must resubmit their Work Study proposal each year and for each program.

However, job proposals from employers who have not paid their employer contribution (i.e., 20% of student wages) 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. What information do I need to include in my Work Study proposal?

A. You must include an alternate contact who is also a U of T faculty or staff member (post-doctoral fellows, PhD candidates and casual staff members are NOT eligible), the contact information of your payroll officer, a job title, the number of vacancies, a complete position description and a method of application.

Q. How detailed does my position description have to be?

A. You must include job duties and job performance expectations in your position description.

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, for more details on the CCR, please visit, www.ccr.utoronto.ca

Q. Will my position be approved if I haven't paid my employer contribution from a previous work study session?

A. No. Employers who have outstanding employer contributions will not have their positions approved until the outstanding contribution has been paid in full.

Q. When will I receive notification that my Work Study proposal has been approved?

A. Approval e-mails will be sent from Enrolment Services in mid-to-late July for the Fall/Winter Work Study Program.

However, job proposals from employers who have not paid their employer contribution (i.e., 20% of student wages) 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. My position has been approved, is there a guarantee that my position will be filled by a Work Study student?

A. There are no guarantees that your position will be filled by a Work Study student, students apply to positions that interest them.

Q. How do students view and apply to Work Study positions?

A. To view and apply to Work Study positions, students must login to their Career Centre accounts at www.careers.utoronto.ca and select 'Job Search' from the left-hand menu. From there they can select 'Work Study' and they will be able to browse through all available Work Study opportunities. Students apply to positions of interest through the method of application indicated within the job posting.

Q. Can students from all campuses view and apply to Work Study positions?

A. Yes, students from all campuses are able to view and apply to positions.

Q. I have not received many applications for my Work Study position, what can I do to increase the number of applicants?

A. Once your position has been approved by Enrolment Services, you are welcome to advertise your Work Study positions outside of the Career Centre website. You can post details on your department's website, send an e-mail out through a departmental listserv, make class announcements, post details within your office, etc. .

Q. Where and how can I find my Job Position Number?

A: Once your job has been approved, you can access it (to edit the posting, check on student interest etc.) but logging into your account on [CLN](#). When you access your job, you will notice that there is a 5 digit number in front of the job title, this is your Job Position Number (it will be the number you reference on your Hiring Form)

Q. Could I make changes to my Job Position after it has been approved? If so, how?

A: Yes! Access your job posting in the same format you used to post it (through CLN) and click on the job. When you're seeing the job form, there will a tab on the top right that says "Edit Posting". From there you can make any changes. Please note that changes will need to be approved by the Career Centre. During the time you make the changes and the Career Centre views/approves them, the posting is **not** visible to students. Therefore it is not recommended that you make any changes late Friday or over the weekend.

Q. How can I cancel/expire my Job Position after I hire a student?

A: Similar to above, access your job posting in the same format you used to post it (through CLN) and click on the job. When you're seeing the job form, there will a tab on the top right that says "Edit Posting" click on that tab and scroll to the bottom of the page. There you will see a blue button that says "Expire Posting" – by clicking that you are removing it from student's view. You can re-activate it, should you need to in the future.

Q. Can I post my Work-Study job on other job boards or through methods outside of CLN?

A: Yes. It is not recommended that you use channels outside of U of T in case a non-eligible students views the posting and you receive applications you cannot hire from, but you are encouraged to send out through any listservs, tell qualified students and/or post something in a high-traffic area.

Q. Who interviews and hires my student(s)?

A: You. Once the posting has been approved by the Career Centre & Enrolment Services, you take over the hiring responsibilities. You are encouraged to [use best interviewing techniques](#) and hiring practices to make your decision. Ultimately the decision is up to you, as you will be the one training and working with the student(s)

Q. How will I know if a student is eligible for the Work Study program?

A. Students must meet the basic eligibility criteria; we suggest confirming this prior to interviewing potential candidates. Work Study positions are available to all full-time and part-time undergraduate and graduate students (i.e., domestic and international). A student must be registered in at least 40% of a full course load (2.0 credits from September to April) for the program duration – no course load averaging is permitted. Students with ROSI registration "PT" status should ask their department to confirm their course load percentage.

Q. When can the student I have hired begin work?

A. Once you have offered an eligible student employment, the Work Study Hiring Form must be completed by the student, employer and the business officer. The completed form must be delivered to Enrolment Services prior to the deadline date identified on the hiring form. The student will receive notification of their acceptance into the program from Enrolment Services. Students can begin work once they receive notification of their acceptance into the program.

Q. Can a Work Study student accept more than 1 position?

A. No. Eligible Work Study students can only accept 1 Work Study position during the Fall/Winter.

Q. How much of the eligible student's salary is covered through the Work Study Program?

A. The employer's contribution to the Work Study salary costs is 20%. The remaining 80% is funded centrally. However, if a student works over the number of maximum allotted hours, the department must repay the Work Study program for 100% salary costs of all excess hours.

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

Q. What is the deadline for students to submit their timesheets to ensure they get paid?

A. Students must submit all timesheets to their employer's business officer no later than March 31, 2015. Students will not be paid if their timesheets are submitted after this date.

Q. Am I able to top-up an eligible student's Work Study salary so they earn more than the standard amount per hour?

A. Yes. If your department chooses to pay the student a 'top-up' in addition to the hourly rate of \$11.00, 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:

<http://www.hrandequity.utoronto.ca/resources/hristsc/hrispd/CEPD.htm>

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 are employers notified about future Work Study Programs?

A. U of T faculty and staff who are registered with the Career Centre are sent reminder e-mails with program details.

Q. As an interested employer, how can I be included in the Work Study mailing list?

A: The list to participate is sent to those who have participated in the past and those who HRIS has identified as 100% FTE Employees. If you know of an eligible colleague for eligibility (as noted in the first question) you are welcome to forward the invite to them

A. Visit <http://www.employers.careers.utoronto.ca> and select 'Register/Login' and complete the registration form as a U of T employer.

Q. Who do I contact if I have questions about the Work Study Program?

A. For questions about student eligibility and payment procedures:

Anita Chiu
Enrolment Services
Tel: (416) 946-0443
workstudy@utoronto.ca

For questions regarding CLN; registering on-line and submitting job proposals, please contact your campus liaison

St. George Campus	Megan Whitehead-Douglas Employer Recruitment & Engagement Team	(416) 978-8022 megan.whitehead@utoronto.ca
Mississauga Campus	Michelle Atkinson Coordinator, Events and Employment Services	(905) 828-5477 michelle.atkinson@utoronto.ca
Scarborough Campus	Liz Annis Career Development Coordinator	(416) 287-7551 lizannis@utsc.utoronto.ca