Overview:
The work program helps campus employers by subsidizing wages to students for temporary jobs on a part-time or full-time basis.

Work 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 to replace or subsidize existing University positions
- Not to conflict with any existing collective agreements
- Payroll for Work Program students must be processed through McMaster University Human Resources

To obtain further program information please visit the Student Financial Aid & Scholarships (SFAS) Employer Information page: [http://sfas.mcmaster.ca/work_study/jobs.html](http://sfas.mcmaster.ca/work_study/jobs.html)

Roles and Responsibilities:

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Administrator/ Hiring Manager</td>
<td>Determine needs of the position and select a relevant job description.</td>
</tr>
<tr>
<td>Human Resources, Total Rewards</td>
<td>Assist department administrator/hiring managers in selecting a job description that reflects job requirements.</td>
</tr>
<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 program 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 program offers in Mosaic and approve or deny based on student’s eligibility.</td>
</tr>
<tr>
<td>Department Administrator/ Hiring Manager</td>
<td>Send offer letter to successful work program candidate. Accept offer on behalf of candidate and send onboarding paperwork to HR.</td>
</tr>
<tr>
<td>Human Resources, Service Centre</td>
<td>Verify department and student have been approved for work program. Hire student in Mosaic.</td>
</tr>
</tbody>
</table>

Input(s):

1. Determine needs of the position.
2. Select a job description that reflects the job requirements.
3. Determine appropriate wage range based on job description selected.
4. Complete a job opening to get approval for work program funding.
5. Obtain approval from SFAS for work program funding.
6. Post Job (if required)
7. Review/ Manage applicants
8. Link applicant(s) to job opening (if required)
9. Prepare offer for successful candidate(s)
10. Obtain approval from SFAS for successful candidate(s) work program eligibility
11. Offer approved work program candidate position
12. Accept offer on behalf of candidate
13. Send Offer and HR onboarding documents to HR Coordinator/FHS HR Representative
Output(s):

1. SFAS reviews and approves/rejects work program funding for department/office/area.
2. Post approved job on work program job board.
3. Offer and prepare successful candidate for hire through Mosaic.

**Step 1: Select a Job Description and Identify Wage Range**

There are two options for identifying a job description for your Work Program Student role:

**Option A**

Review the temporary/casual/interim generic job descriptions and select the job that reflects your current job requirements. If there is a job that reflects job requirements, note the Student Work Program Code on the job description. The job description selected will have a level rating identified which corresponds to the pay level ranges as identified [here](#).

If no similar job exists, proceed to option B.

**Option B**

Contact the Human Resources Total Rewards team to develop a new temporary/casual/interim job description. Once developed, Human Resources will inform you of the wage level rating and Student Work Program Job Code.

**Step 2: Prepare a Job Opening**

**Verify New Student Work Program Position Code**

Once a job description has been selected, you need to determine if your department has a Student Work Program position number or if you need to request one to be created. A subset of new Student Work Program position numbers have been created based on previously identified information by departments. To review a list of current position numbers in your department in Mosaic:

1. Navigate to the top right corner and click the **Navbar**.

   ![Navbar](navbar.png)

   Run the Department Position Inquiry query to determine if you have an existing work program position number. The query can be accessed:

   **Menu:** Navbar → Navigator → Human Resources → Recruitment → Recruiting → Reports → Recruitment Queries → Department Position Inquiry

2. Enter Job Family: WRKPRG
3. Enter Dept ID: (your department ID)
4. Click View Results

   **MCM_REC_DEPT_POSN - Department Position Inquiry**

   ![Department Position Inquiry](department_position_inquiry.png)
5. Review search results to determine if there is an existing Work Program position number within your department that has the matching Student Work Program Job Code that you have identified on the job description selected, in addition to the below attributes:
   - Department ID, Location, Full time/Part time, Standard hours, and Reports to (Manager ID)

If the position number is not found continue to step 6.

**Request New Work Program 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.

   **Menu:** NavBar → Navigator → Human Resources → Recruitment → Recruiting → Request New Position

7. Click add New Value
8. Complete the following fields:
   **Part A - Position Attributes**
   - Subject: include job title, department name
   - Job Code: WPSXXX (as indicated in the top section of the job description selected)
   - 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 program supervisor
   - Location: campus location

   **Request New Position**

   ![Image of Request New Position form]

   **Important!** Please enter the Department Description in the subject field.

   **Part A - Position Attributes**

   ![Image of Position Attributes form]

   Part B- Security Access for Position
   - Enter security access as applicable for position duties
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 (WRKPRG)</th>
<th>Funding sources &amp; fringe benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Program Job Code (WPSXXX)</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 program 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

Menu: NavBar → Navigator → Human Resources → Recruitment → Recruiting → Create Job Opening

12. Enter Primary Job Opening Information:
   - Job Opening Type: Standard Requisition
   - Business Unit: MAC01
   - Job Family: WRKPRG
   - Position Number: Work Program Position Number
   - Department: your department code
   - Job Code: WPSXXX (as indicated in the top section of the job description selected)
   - Recruiting Location: 1003 (your location on campus)
   - Job Posting Title: position title (title of the job description selected)

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

14. Start completing the Recruitment Details tab by entering the following fields:
   - Target Openings: number of work program positions you are applying for
   - Desired Start Date: start date outlined by SFAS (McMaster Work Program Dates)

15. Scroll to the McMaster Specific Info section and enter the following fields:
   - Justification for Hiring: include the job number found on the job description selected
   - Contract Details (start and end date): refer to below link for applicable dates for the current academic term - McMaster Work Program Dates.
   - Employee Class: STU
   - Estimated Weekly Hours: as applicable

   - 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%)
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 program job board)

18. Add Posting Title (title of the job description selected)
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
   - Ensure that the hourly rate within the posting is in accordance with the associated wage range of the job description selected.

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 the accountabilities and qualifications from the job description selected.

28. Click Add Posting Description

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 Program Postings
   • Posting Type: Internal Posting
   • Post Date: As detailed within the McMaster Work Program Dates link.
   • Remove Date: as applicable

37. Click ok
38. Click the Recruitment Team tab to add recruitment team.
39. Add Recruiters
   • Primary Recruiter: HR Coordinator or FHS HS Representative
40. Add Hiring Manager

41. Once all the information has been placed in the 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. Please make note of the Job Opening ID to search in the future.

Once the job opening has been approved the primary hiring manager will receive notification.

SFAS will indicate how many work program 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 to determine if the successful applicant is work program eligible.

If the successful applicant applied to the job opening online please proceed to step 49.
**Step 3: Link Successful Applicant**

**Search Applicant**

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

   Menu: NavBar → Navigator → Human Resources → Recruitment → Recruiting → Search Applicants

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

   Menu: NavBar → Navigator → Human Resources → Recruitment → Recruiting → 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 4: 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

59. In the Job Offer Components section select:
   - Component: Base Salary
   - Offer Amount: enter hourly rate (Ensure that the hourly rate is in accordance with the associated wage range of the job description selected)
   - 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 a Student Loans & Awards Officer in SFAS for approval. SFAS will review the successful candidate’s information to determine if they are eligible for the work program. To check the status click on the Approvals tab in the Prepare Job Offer window.

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

62. Click Generate Letter

63. A word document will download to your computer, edit as required and save to your computer.
64. Once your offer letter is prepared, click the Upload Letter button to upload your edited offer letter back to the Job Opening.
65. 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.

66. Click Edit Offer
67. Click Add Organizational Attachment
68. Click browse and choose your job description (must match selected job description), then click upload
69. Click Submit
Send Offer through E-mail in Mosaic

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

72. Update the Contact Method to: E-mail
73. Verify the Recipient Information
74. Add Subject and Message
75. Ensure all your attachments are listed under Attachments.
76. Click Preview to review correspondence
77. Click Return
78. Click Send

Accepting the Offer

79. Once the applicants Disposition reflects Offer, click Other Actions
80. Click Recruiting Actions
81. Click Accept Offer

Once the offer has been accepted, please send the onboarding paperwork to your HR Coordinator/FHS HR Representative 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 Coordinator/FHS HR Representative before the payroll cutoff.

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