

How to Hire a Work Program Student

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

Roles and Responsibilities:

Role	Responsibility
Department Administrator/ Hiring Manager	Determine needs of the position and select a relevant job description.
Human Resources, Total Rewards	Assist department administrator/hiring managers in selecting a job description that reflects job requirements.
Department Administrator/ Hiring Manager	Prepare job opening and submit for approval.
Student Financial Aid & Scholarship Office	Review job opening details and approve/ deny department work program funding.
Department Administrator/ Hiring Manager	Recruit and prepare offer in Mosaic.
Student Financial Aid & Scholarship Office	Review work program offers in Mosaic and approve or deny based on student's eligibility.
Department Administrator/ Hiring Manager	Send offer letter to successful work program candidate. Accept offer on behalf of candidate and send onboarding paperwork to HR.
Human Resources, Service Centre	Verify department and student have been approved for work program. Hire student in Mosaic.

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.
2. Obtain approval from SFAS for work program funding.
3. Post Job (if required)
4. Review/ Manage applicants
5. Link applicant(s) to job opening (if required)
6. Prepare offer for successful candidate(s)
7. Obtain approval from SFAS for successful candidate(s) work program eligibility
8. Offer approved work program candidate position
9. Accept offer on behalf of candidate
10. 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**.





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

Job Family 

Dept ID 

- 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)

Position Number	Position Status	Position Description	Job Code	Job Code Description	Dept ID	Position Standard Hours/Week	Union Code	Reg/Temp	Full/Part	Reports To Position Number
1 00112482	Approved	Lab Assistant I	WPS008	Lab Assistant I		35.00	ESA	Temporary	Full-Time	

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

Request New Work Program Position Code

- 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

- Click add New Value
- 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

*Subject

Priority Due Date

Status

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

Part A - Position Attributes

*Job Code

*Department

*Regular/Temporary

*Full/Part-Time

*Standard Hours

*Reports To

Position

*Location

Part B- Security Access for Position

- Enter security access as applicable for position duties

Part B - Security Access for Position

Please complete the security access request. You can request security access to replicate an already existing position, or check all the below access functions that are required.

Security Access to

Replicate Position

- Department Time Reporter
- Department Time Approver
- Department Time Administrator (Report & Approve)
- Department Manager/Administrator
- Department Finance Manager/Administrator
- Department Training Coordinator
- Recruitment Hiring Manager
- Recruitment Coordinator

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:

Job Family (WRKPRG)	Funding sources & fringe benefits
Work Program Job Code (WPSXXX)	Job Posting Title
Openings to fill, Target Openings, Available Openings	Job description
Effective dates of work program academic term	Job posting destination
Contract start and end dates	Posting Type
Employee class	Post date/remove date
Estimates weekly hours	Recruitment team

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

Primary Job Opening Information

Recruiting Home

Job Details ?

Job Opening Type: Standard Requisition

*Business Unit: MAC01 (McMaster University)

*Job Family: INTERM (Interim)

*Position Number: 00105727 (WORK/STUDY STUDENT)

Department: 10329 (Medical Physics and Applied Ra)

Job Code: 000993 (WORK/STUDY STUDENT)

*Recruiting Location: 1003 (Central Campus)

*Job Posting Title: Office Assistant

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](#))

*Openings to Fill: Limited Number of Openings

Target Openings: 1

Available Openings: 1

Desired Start Date: [Calendar icon]

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

McMaster Specific Info

Additional Attributes

Justification for Hiring 3 work/ study positions needed to assist members of the new DS program in program development initiatives including the creation and design of instructional and website materials, and analysis of program evaluation data.

780 Characters Left

Contract Details

Contract Start Date 2015/09/08 31

Contract End Date 2016/04/16 31

Total Weeks 31.6 Total Months 7.4

Employee Class STU Estimated Weekly Hours 10

Position Hours 37.50 Job Code Hours 35.00

- 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%)

Funding Information

Annual/Contract Salary

Estimated Annual/Contract Salary Cost 2880.00

Funding Source 1 [redacted] Code 1 Allocation 100.00

Funding Source 2 [] Code 2 Allocation []

Funding Source 3 [] Code 3 Allocation []

Funding Source 4 [] Code 4 Allocation []

Funding Source 5 [] Code 5 Allocation []

Other Fund Sources (Describe)

1000 Characters Left

Fringe/Benefits

Estimated Annual/Contract Fringe/Benefit Cost 260.00

Funding Source 1 [redacted] Code 1 Allocation 100.00

Funding Source 2 [] Code 2 Allocation []

Funding Source 3 [] Code 3 Allocation []

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)

Recruitment Details | Screening Settings | **Job Postings** | Recruitment Team

Job Postings ?

No job postings exist for this job opening.

Add Job Posting

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](#).

Job Postings ?

*Posting Title Office Assistant

Job Descriptions ? First 1 of 1

*Description Type Posting Details

*Visibility Internal Only

Template McMaster Posting Details (Interim)

Format Font Size B I U abc

Schedule	10 hours per week
Education Level	pursuing undergrad
Career Level	some office experience
Hourly Rate	\$11.25

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

*Description Type How To Apply

*Visible Internal Only

Template How to Apply - Online

Format Normal Font Size B I U abc

To apply for this job, please submit your application 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

*Description Type Employment Equity Statement

*Visible Internal Only

Template McMaster Employment Equity

Format Font Size B I U abc

McMaster University is strongly committed to employment equity within its community and to recruiting a diverse faculty and staff. The University encourages applications from all qualified candidates including women, persons with disabilities, First Nations, Métis and Inuit persons, members of racialized communities and LGBTQ-identified persons. If you require any form of accommodation throughout the recruitment and selection procedure, please contact the [Human Resources Service Centre](#) at 905-525-9140 ext. 222-HR (22247).

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

Job Posting Destinations ?						
*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)	
McMaster Work Study Postings	Internal Posting		2016/02/15	2016/03/30	44	
Add Posting Destination						

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.

Save and Submit	Save as Draft	Delete	
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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.

Work Study Approvals (For Office Use Only)
Approved Work Study Positions <input type="text" value="1"/>

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

Search Applicants

Recruiting Home | Browse Applicants | Saved Searches

Quick Search | Keyword Search | Advanced Search

Search Criteria

Search My Applicants

First Name: John

Last Name: Smith

Applicant Status: [dropdown]

Applicant Type: [dropdown]

Applied Within: [dropdown]

Applied Between: [date] And [date]

Job Opening ID: [text]

Applicant ID: [text]

Search | Clear

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

Create Applicant

Save | Save and Create Another | Recruiting Home

Personal Information | References

Applicant

*Applicant Type: Non-Employee | Employee ID: [masked]

Preferred Contact: Not Specified

Name

Name Format: English

Name Prefix: [dropdown]

*First Name: John

Middle Name: [text]

*Last Name: Smith

Name Suffix: [dropdown]

Address

Country: Canada

Address 1: 123 Main Street

Address 2: [text]

Applicant Status

*Status Code: Active | Status Reason: [text]

Status Date: 2016/04/18

Email Addresses

No Email Addresses have been added for this applicant.

Add Email Address

Phone Numbers

Primary	*Phone Type	Telephone	Extensi
<input checked="" type="checkbox"/>	Home	905-047-9542	[text]

Add Phone Number

Link Applicant to Job Opening

49. Repeat Steps 42- 45 to search applicant

50. Click Actions

51. Click Link Applicant to Job

Search Applicants

Recruiting Home | Browse Applicants | Saved Searches

Quick Search | Keyword Search | Advanced Search

Search Criteria

1 Result(s) Found

Search Results

Personalize | Find | View All | First | 1 of 1 | Last

Select	Applicant	Applicant ID	Type	Status	Phone	Email Address	Date Applied	Jobs Applied	Actions
<input type="checkbox"/>	John Smith	40347	Non-Employee	010 Active	905/547-9542		2016/04/18	0	▼ Actions

Select All Deselect All Group Actions

- Add Applicant to List
- Change Applicant Status
- Forward Applicant
- Link Applicant to Job
- Send Correspondence

52. Enter Job Opening ID

53. Click Link

Link Applicant to Job Opening

Applicants without email addresses will not receive a Job Opening Questionnaire.

Applicants to be Linked

Applicant	Name	Email Address
40347	John Smith	

Add Applicant

Job Openings

Job Opening ID	Posting Title	Job Posted	Questionnaire
7448			

Add Job Opening

Disposition Information

*Disposition: 015 Linked

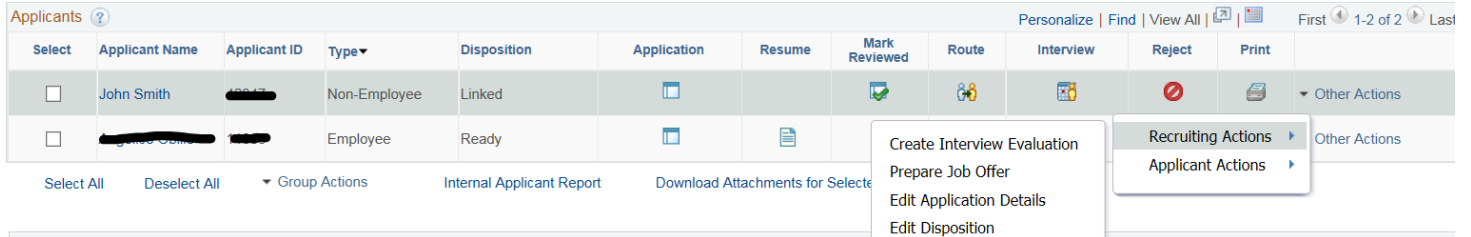
Reason:

Date: 2016/04/18

Link Cancel

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

Business Unit	MAC01
Offer Date	2016/04/20
Start Date	2016/05/02
*Offer Expiration Date	2016/04/27
Applicant Type	Non-Employee
Registered Online	No
Preferred Contact	Not Specified
	<input type="checkbox"/> Notify Applicant

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

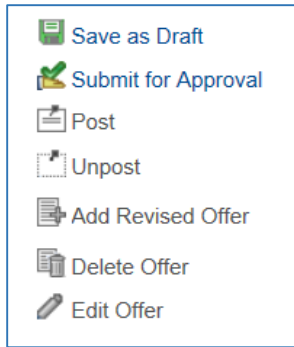
*Component	*Offer Amount	Payment Mode	Currency	Frequency
Base Salary	11.25		CAD	Hourly

60. In the Offer Letter section select:

- Letter: MCM Temp Offer
- Date printed: today's date

Letter	MCM Temp Offer	Date Printed	2016/04/20
Generate Letter		Upload Letter	
Email Applicant			

61. Click Submit for Approval

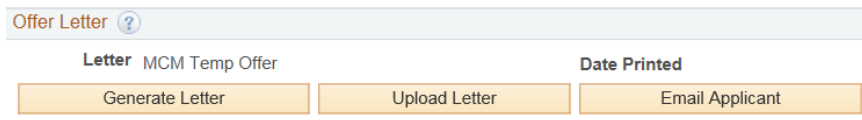


The job offer will go to a Student Loans & Awards Officer in SFAS for approval. SFAS will review the successful candidate's information to determine if they are eligible for the work program. To check the status click on the Approvals tab in the Prepare Job Offer window.



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

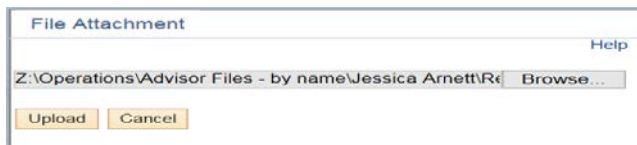
62. Click Generate Letter



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



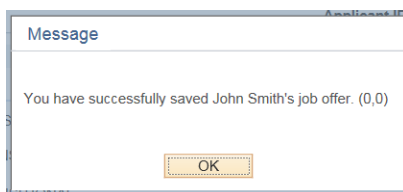
You can add additional attachments to the offer before posting it to the Candidate Gateway. To do this, you continue on step 66. Otherwise skip to step 69.

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

Email Applicant

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

Select	Applicant Name	Applicant ID	Type	Disposition	Application	Mark Reviewed	Route	Interview	Reject	Print	Other Actions
<input type="checkbox"/>	John Smith	40347	Non-Employee	Offer							Other Actions
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Employee	Accepted							Other Actions
<input type="checkbox"/>	[REDACTED]	[REDACTED]	External	Offer							Other Actions

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/>