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 Advisor	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

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.

Selecting a Job Description and Identifying Wage Range

On November 22, 2017, the Ontario Government passed *Bill 148, Fair Workplaces, Better Jobs Act.* The Equal Pay for Equal Work provision of Bill 148 affects the McMaster Work Program process. Effective April 1, 2018, employees are entitled to equal pay for equal work, regardless of employment status. If temporary workers in your area are performing the same or substantially similar work as may be performed by employees in other employment groups, such as Unifor or TMG, the temporary worker is to be assigned the appropriate job description and paid according to the hiring rate or hiring range of the corresponding pay grid or salary range, as applicable.

There are 3 options for identifying a job description that meets the needs of your position.

Option A
Review Unifor job descriptions and select one that reflects your job requirements. If you would like to review a job description from another employee group (TMG, BUC, etc.), contact your HR advisor. If work to be performed by the McMaster Work Programs student employee is the same or substantially similar work as employees in Unifor or another employee group (TMG, BUC, etc.), the job description and hiring range of the corresponding pay grid must be used. If no similar job exists, proceed to option B.

If a Unifor job description is chosen, you will find the pay grade at the top of the job description. Refer to the Unifor wage rate grid for corresponding wage range. If the job is the same or substantially similar to a Unifor role, the hire rate for work program students should be between the Hire Rate and Step 3 of the Unifor wage rate grid.

Option B
Review temporary/casual/interim generic job descriptions and select the one that reflects your job requirements. If no similar job exists, proceed to option C.

If a temporary generic job description is selected, you will find the wage level at the top of the job description. Refer to temporary/casual salary grid, to determine corresponding wage range.

Option C
Contact your HR advisor to develop a unique temporary/casual/interim job description. Once developed Human Resources will inform you of the wage level.

Step 1: Prepare a Job Opening

Verify Existing Work Program Position Code

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

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 code. The query can be accessed:

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

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

5. Review search results to determine if there is an existing work program position within your department that has the same job attributes as your work program vacancy.
   - Position Attributes would include: Job code, 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	
00105727	Approved	WORK/STUDY STUDENT	000993	WORK/STUDY STUDENT	10329	37.50	ESA	Temporary	Full-Time	00102933	3 4

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: 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 program supervisor
   - Location: campus 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 [Save]
10. Scroll back to the top and click Submit

Request New Position

*Subject Part time Work Study Position Admin Assistant dept 10329

Priority 3-Standard ▼   Due Date [   ] 📅

Status Initial   [Preview Approval] [Submit]

You will be notified by e-mail once your positon 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		Funding sources & fringe benefits
	Work program job code		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: INTERM
    - Position Number: work program position code
    - Department: your department code
    - Job Code: 000993
    - Recruiting Location: 1003 (your location on campus)
    - Job Posting Title: position title (title of the job description selected)
    - Specify job code of job description selected in "*Justification for Hiring*" section of opening.

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:

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 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 | 📅

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.

Contract Details
Contract Start Date 2015/09/08 📅
Contract End Date 2016/04/16 📅

780 Characters Left
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%)

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

> | 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   *Template* How to Apply - Online
Visible Internal Only

To apply for this job, please submit your application online.

32. Click Add Posting Description

> | 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   *Template* McMaster Employment Equity
Visible Internal Only

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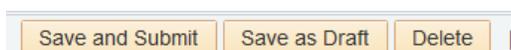
Note: Once the Save and Submit button has been clicked, you will no longer be able to edit the Job Opening requisition. Please make note of the Job Opening ID to search in the future.

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   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 2: 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 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

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)
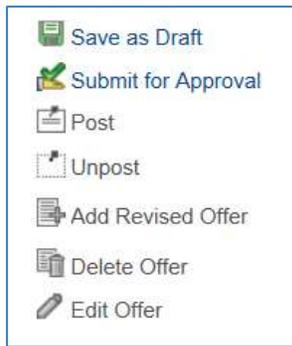   - Currency: CAD
    - Frequency: Hourly

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

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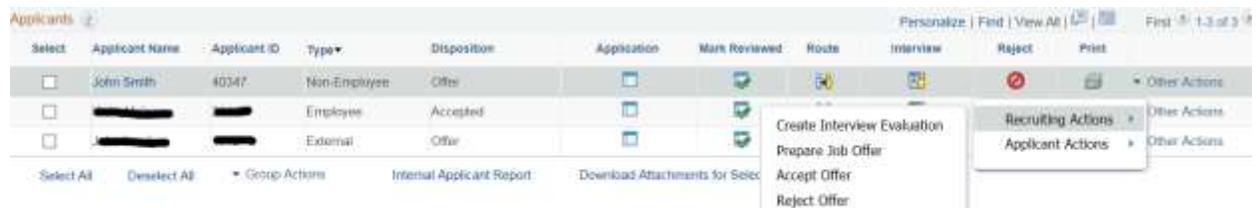
Once the offer has been accepted, please send the onboarding paperwork to your HR Advisor for processing. The onboarding paperwork should include:

- 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/