



UNIVERSITY OF  
**ST. MICHAEL'S COLLEGE**  
IN THE UNIVERSITY OF TORONTO

University of St. Michael's College

Office of the Bursar

**Work Study Application Guide**

## What is the Work Study Program?

Annually, about 4,000 students participate in the University of Toronto Work Study Program. Twice a year (in the fall/winter and summer sessions), the Work Study Program offers paid, on-campus employment opportunities. Students typically work 10 hours per week (15 hours a week maximum) to a maximum of 200 hours for the fall/winter program and 100 hours in the summer program.

## Eligibility

To participate in the Work Study Program, students must satisfy the following eligibility requirements:

- Be a University of Toronto student
  - Graduate students must be registered as defined by their college / faculty in order to be eligible.
  - Students are permitted to accept only **one** Work Study position per session.
  - International students are subject to additional eligibility criteria and are strongly encouraged to refer to the Centre for International Experience to confirm they meet all of the Government of Canada regulations regarding on-campus work.
  - Meet the sessional load requirements.

## Notes

- Non-degree students are **not** eligible for Work Study.
- Students already enrolled in a paid placement program (e.g. co-op work term) are **not** eligible for Work Study.
- Students may not change positions after they have signed a Letter of Offer and the Online Hiring Approval Form has been submitted by the original hiring department.
- Students **do not** have to be OSAP eligible to participate in the Work Study program.
- Students registered in the Toronto School of Theology are **not** eligible for Work Study.

All Work Study Students must meet the Work Study sessional load requirements at the time of application.

### Fall/Winter Course Load:

- Undergraduate students must be enrolled in at least 2.0 FCE (full course equivalent)
- Graduate students must be registered for the fall and winter sessions

### Summer Course Load:

- Undergraduate students must be enrolled in at least 0.5 FCE (full course equivalent)
- Graduate students must be registered for the summer session

## Work Study Streams

The University of Toronto offers 2 Work Study streams:

- The Work Experience Stream is designed to support students in developing and articulating workplace skills and competencies and in building workplace experience and knowledge. These positions are supervised by staff, faculty or librarians and include opportunities to explore and reflect on how academic studies connect to workplace competencies and how the Work Study experience translates to career possibilities.
- The Research Experience Stream is designed to support students in locating and participating in faculty-led research opportunities. These positions provide students with the opportunity to undertake or support a research project under the direction of a faculty member and involve the application of foundational methodologies and / or theories within a research field. They also include opportunities to explore and reflect on how academic studies connect to workplace competencies and how the Work Study experience translates to career possibilities.

## Funding

The total cost (pay rate + benefits) is a 70/30 split. The Work Study program pays 70% of the \$15.90/hr pay rate plus the 10.25% benefits and the hiring department pays the remaining 30% of the \$15.90/hr pay rate and 10.25% benefits. For any hours worked in excess of 100 hours for the summer and 200 hours for the fall/winter and for any top up amount, the hiring unit pays 100% of both the hourly rate and the benefit rate. The Work Study Program is a program approved by the University of Toronto that is exempt from the Employment Standards Act, 2000 (ESA); therefore, the 4% vacation pay is not paid on top of the wage.

USMC standard rate: \$15.90/hour.

Ensure funding is in place before submitting a position.

## Program Dates

Please visit [clnx.utoronto.ca](http://clnx.utoronto.ca) for accurate program dates. The duration listed below is meant to be a guide.

| <b>Activities</b>  | <b>Fall/Winter</b> | <b>Summer</b>   |
|--|--------------------|-----------------|
| Submit Work Study Position(s)  | June – July        | January – March |
| Position Review Period (UofT)  | July – August      | March – April   |
| Supervisor Job Editing Period <ul style="list-style-type: none"> <li>• Only supervisors who have been notified are permitted to edit their posting(s). All supervisors will receive an email indicating</li> </ul> | August             | April           |

|  |                    |              |
|--|--------------------|--------------|
| whether they are required to edit their posting.<br><ul style="list-style-type: none"> <li>If you have not received an email, you are not permitted to edit your posting.</li> </ul> |                    |              |
| Approval Date<br><ul style="list-style-type: none"> <li>All supervisors will receive an email when their positions are approved.</li> </ul>  | August             | April        |
| Student Application Period   | August – September | April – May  |
| Employer Hiring Period   | August – October   | April – May  |
| Employment Period (Work Study Start & End Dates)*  | September – March  | May – August |
| Hiring Deadline (Letter of Offer and Online Hiring Approval)   | October            | May          |

\*Students can be scheduled to work anytime within the Program Period time frame.

**Hiring Process**

**Step 1: Submit a Work Study Position**

- Confirm you have funding and approval, as per your department process, for hiring a Work Study position.
- Determine the appropriate stream for your Work Study position: Work Experience Stream or Research Experience Stream.
- Complete the application – see **template** below. Note that you will not be able to save and return to the application at a later date. You will need to complete and submit the application in one sitting. For the Fund Centre, Cost Centre, and Fund #, add N/A.
- Ensure the Business Officer and financial information is correct as this information will auto-populate the Online Approval Form. If you are reposting a position from a previous session, it is critical that you review and update this information.
- On the CLNx submission form ([clnx.utoronto.ca](http://clnx.utoronto.ca)), you will be required to:
  - Review and agree to the Terms for Work Study Positions.
  - Explain how you plan to supervise your Work Study student(s) and support their work and professional development.
- In-order to submit positions to the Work Study board, please make sure you are in the Staff/Faculty account. Navigate to the Work Study job board by using the CLNx sidebar. The Work Study job board will be listed under Jobs & Recruitment > Work Study > Work Study Jobs.

- To repost a position: You can repost a position from a previous year and then edit the posting. Note that this feature should only be used to repost a position, and not to extend a deadline.
  - There are two ways to access your previous Work Study job postings in CLNx.
    - Option 1: On your dashboard, click on the Job Postings tab at the top of the page.
    - Option 2: Navigate to Jobs & Recruitment > Work Study > Work Study Jobs by using the CLNx side bar.
  - At first, you will not see postings from previous terms, and you will instead see a “No Records Found” message. To view postings from previous terms, click on the red ‘X’ next to “Current Job Postings.” Postings from previous terms will now display. Click on “Repost (Do not use to extend application deadline)” beside the posting that you would like to repost.
- Work Study positions are reviewed after the submission deadline by UofT career services. You will not receive confirmation of approval until after that date.
- The Submission Form will appear as a new Work Study subpage labelled “Work Study Jobs” at the start of the Submission Period.

## **WORK STUDY APPLICATION**

### **Job Form Checklist**

Division Name:

Department / Unit Name:

### **Hiring Manager's Information**

Name:

Job Title:

Department / Unit (please use the official name of your unit, avoiding abbreviations):

Email:

Status (faculty, staff, librarian):

### **Supervisor's Information**

Name:

Job Title:

Email:

### **Financial Information**

Business Officer's Name:

Business Officer's UTORID:

Business Officer's Email:

Business Officer's Phone Number (If your payroll officer is different than your business officer, you will also need to provide the name, email address and phone number of your Payroll Officer):

Fund Centre (6 digit CFC number):

Cost Centre (CC) or Internal Order (IO) number (must be 5 or 6 digits):

Fund # (only required for Research or Funded Projects):

Compensation:

**Job Posting Information**

Is the position being posted a Work Experience Stream position or a Research Experience Stream position:

Who will be hiring / supervising the Work Study position? (Faculty / Staff / Librarian):

For all positions (Work Experience Stream and Research Experience Stream), confirm that the position meets the Work Study program criteria:

**Position Details**

Select the appropriate position type (select one):

- Art & Design
- Athletics & Sports
- Coaching / Facilitation
- Communications / Marketing / Media
- Data Analysis
- Events & Programming
- Finance & Accounting
- Front Line / Customer Service Support
- Lab Coordination and Assistance
- Library / Archive
- Office & Administration
- Project Coordination and Assistance
- Students Mentors / Peers / Ambassadors
- Technology: Audiovisual, IT, Web Design & Development
- Research: Quantitative
- Research: Qualitative
- Research: Mixed-Methods

Campus Location:

Work Study Position Title (please be as specific as possible to support student wayfinding):

# of vacancies (must be between 1-4):

Days / hours for position:

Hours per week:

Degree / credential level:

**Department Overview**

**Position Description**

**Qualifications**

**Accessibility & Accommodations**

**Supervision** (Indicate how you plan to supervise your Work Study student(s) and support their work and professional development)

**Select up to 6 competencies to be included in the student's Co-Curricular Record (CCR)**

**Co-Curricular Record Description:** Provide 2-3 sentences written in the past tense to be included in the student's Co-Curricular Record (CCR)

**President's Scholars of Excellence and Lester B. Pearson International Student Scholarship (Indicate if you are interested in giving preference to 2nd year undergraduate students who are recipients of either the President's Scholars of Excellence or the Lester B. Pearson International Student Scholarship):**



## Step 2: Job Approval Period

You will receive a confirmation email about your position submission during this period. Please note, during this time you will NOT be able to view or edit your Work Study postings. Due to the volume of postings, you will not receive approval until the end of the approval period.

## Step 3: Student Application Period

- Students apply through CLNx.
- During this time, you can advertise your posting through your networks using the job ID number (i.e. 123456).
- You will not be notified every time your posting receives an application. However, you can check your applications at any time on the CLNx. You will receive an email notification when your posting expires.
- After reviewing your applications on CLNx, decide who you would like to interview and contact them directly. Confirm students' eligibility to participate in the Work Study Program when you invite them to interview by including the eligibility criteria in the interview invitation. The eligibility criteria is available on the Program Requirements & Eligibility page.
- Refer to the Work Study Supervisor Hiring Toolkit for sample interview questions and more!
- If you would like to extend the deadline of your posting, please email [utsgws@utoronto.ca](mailto:utsgws@utoronto.ca) with the job ID number and the new application deadline.

## Step 4: Hiring

- Once you have selected your student candidate and are satisfied they meet the Work Study eligibility requirements, advise the student you will be sending them a conditional Letter of Offer for the position. Contact HR to send the letter and check with your Business Officer for additional unit specific forms, policies, and procedures that may need to accompany the Letter of Offer.
- Provide the Letter of Offer to the student and allow the student an opportunity to review it and the various documents referenced within it, and sign and return the letter to you by an agreed upon date. Submit the Letter of Offer signed by the student to your unit's Business Officer.
- Your unit's Business Officer, or other designated person with UTFORMA access, will complete the Online Hiring Approval before the hiring deadline.
- The University Registrar's Office will process the Online Hiring Approval Form and send an approval email to the Work Study Hiring Manager, Business Officer, and student, typically within one to two days.
- Confirm that the student has met the conditions set out in the Letter of Offer prior to the Online Hiring Approval form date. If not, consult HR for steps to revoke Letter of Offer.
- Put in a work order regarding building access, IT, etc. (e.g., shared drive access, computers, keys, etc.).

## **Step 5: Students Begin Work**

- A student cannot begin work until they receive electronic confirmation of their eligibility from the University Registrar's Office through the Online Hiring Approval process.
- If a Work Study student begins working and does not receive Work Study approval, the Letter of Offer is considered null. The hiring unit may hire another eligible student into the position but only if it is still within the Work Study hiring period.

## **Timesheets and Tracking Hours**

- Have your Work Study student(s) complete the Work Study Payroll Package (Business Officer to provide).
- Submit payroll package with first timesheet.
- Your Work Study student(s) should track their hours and complete the Bi-weekly or Monthly Timesheet for you to review and sign.
- Submit timesheet to your unit's Business Officer or Payroll Officer, depending on your unit protocol, according to the Work Study payroll schedule.
- Ensure students do not exceed 15 hours per week or the program period maximum hours (200 for fall/winter; 100 for spring/summer).

## **AODA and Health & Safety Training (Required)**

- UofT required training to be included in the funded hours:
  - Work Study students must complete the Basic Occupational Health & Safety Awareness Training Program and the UofT Accessibility for Ontarians with Disabilities Online Training, if not already completed previously.
  - Training should be outlined in the offer letter.

## **Training and Learning Goals**

It is expected that students set learning goals with their Work Study supervisor and have a mid-point check-in and final review of the learning goals. The Work Study eModules (or Professional Development Workbook) on [CLNx.utoronto.ca](http://CLNx.utoronto.ca) are optional tools to support this process.

During their first Work Study role, students are required to receive at least two hours training organized by their hiring unit. This training should be accommodated within the funded hours and should include setting and reflecting on learning goals, and professional development / skills training.

## **Feedback and Evaluation**

Have students review their initial learning goals. Encourage them to complete the Reflecting on your Career and Competency Development eModule.

Students complete a self-assessment at the end of their term in the Work Study Program and supervisors provide formal feedback about the student's work performance. The Work Study Final Evaluation is an optional tool to support this process.

### **Co-Curricular Record (CCR)**

Near the end of the Work Study Program period, you will receive an email from the CCR team. This email will contain the CCR description and competencies you included in the Work Study posting.

To ensure your Work Study student receives a CCR notification, confirm or update the CCR details by replying to the email.

## Frequently Asked Questions

Q: How are faculty and staff notified about the Work Study Program?

A: At the start of each Work Study Program session, all 100% FTE appointed UofT Faculty and Staff are sent an email notifying them that the Work Study Program is accepting submissions. After the submission period closes, only faculty and staff with an approved Work Study position for the current session will receive communication about key steps and requirements for that session. This process repeats for each program session.

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

A: Yes, hiring managers must resubmit their Work Study position for each program cycle.

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

A: You must include duties and performance expectations in your position description. The more detailed description you provide, the more likely you are to find the most suitable candidate. 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 (CCR): <https://ccr.utoronto.ca/home.htm>

Q: Why do I have to select CCR competencies on my Work Study posting?

A: The Co-Curricular Record (CCR) provides a centralized database of activities that lets students easily search for opportunities beyond the classroom. Competencies will be linked to activities, which will help students make the connection between their involvement and learning, allowing them to frame their experiences and skills to employers, graduate and/or professional programs, and for awards and scholarships. Students will be able to print at any point an official validated record of their involvement at the University of Toronto. As the University of Toronto's Work Study Program is designed to provide students with the opportunity to develop their knowledge, skills, and experience through paid work on campus, the position you post for Work Study must be in-line with CCR principles and will appear on the student's Co-Curricular Record (<https://ccr.utoronto.ca/ccr/overview.htm>).

Q: When will I receive notification that my Work Study submission has been approved?

A: All positions are reviewed after the submission deadline; you will not receive a confirmation of approval until the Approval Date listed on CLNx (under "Program Dates").

**Q: Can I make changes to my posting after it has been approved? If so, how?**

**A:** Yes! You can make changes to your Work Study posting up to and including the last day for submissions. Once your position has gone through the initial approval process, please note that further changes will need to be approved again. After you submit the changes, the position will not be visible to students until it has been re-approved (typically within 1-2 business days).

To view and edit your Work Study position:

1. Login to CLNx. On your Dashboard click the “Job Postings” tab
3. Click the blue “View” button beside the position you would like to edit
4. Click “Posting Options”
5. Click “Edit Posting Details”
6. Make the necessary changes and then click “Submit Changes for Approval”.
7. Email [utsgws@utoronto.ca](mailto:utsgws@utoronto.ca) outlining the changes that you have made in order to receive approval for those changes.

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

**A:** Once your position has been approved, you can access it by logging into your account on CLNx. When you access your posting, you will notice that there is a five- or six-digit number in front of the position title; this is your Job Position Number (it will be the number you reference on the Online Hiring Approval Form).

**Q: What is the difference between the two Work Study Streams? How do I determine if my position better fits in the Work Experience Stream or the Research Experience Stream?**

**A:** Work Experience Stream opportunities can be posted and supervised by staff, faculty and librarians while Research Experience Stream opportunities must be posted and / or supervised by faculty members. To be considered a Work Experience Stream opportunity, the position must provide students with the opportunity to engage in experiential learning under the direction of a staff member, faculty member, instructor, or librarian. The Work Experience Stream opportunity should be co-created with a student's professional development and sense of belonging as a priority and should not be a role that is required for the operational needs of the unit. The scope and complexity of Work Experience Stream opportunities will vary across units and roles, but should leverage a Work Integrated Learning (WIL) framework to include all of the following components:

- an opportunity to develop and articulate workplace skills and competencies
- an opportunity to build workplace experience, networks, and self-knowledge
- workplace expectations, culture, identities, and values
- exploration of how academic studies connect to workplace competencies
- reflection on how the Work Study experience translates to career possibilities

In addition to the WIL framework components of the Work Experience Stream positions, all Research Experience Stream positions must provide students with the opportunity to undertake or support a research project under the direction of a faculty member that will involve the application of foundational methodologies and / or theories within a research field. The scope and complexity of this application will vary and may take an interdisciplinary approach but will allow students to engage in at least one of the below activities:

- apply knowledge, methods and / or theories within the field of study;
- learn and / or follow a methodology to collect and organize information, data or media;
- analyze and / or synthesize collected information, data or media;
- disseminate knowledge and share research findings with the larger community;
- demonstrate an understanding of research results in the context of the broader literature in the field.

**Q: My position has been approved; is there a guarantee that my position will be filled?**

A: There are no guarantees that your position will be filled; students apply to positions that interest them. For this reason, we recommend providing a detailed description in the posting.

**Q: How can I increase the number of applicants? Can I post my Work Study position on other job boards or through methods outside of CLNx?**

A: Once your position has been approved, you are welcome to advertise your WorkStudy positions outside of the Career & Co-Curricular Learning Network. You can post details on your department's website, send an email out through a departmental listserv, make class announcements, post details within your office, etc. Promotion outside of UofT is strongly discouraged as only UofT students are eligible for these positions.

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

A: Yes, students from all campuses can view and apply to positions on any campus. Program start dates vary with the class-start date on each campus. Should you hire a student from a different campus, their Work Study start date would correspond with the first day of classes for their campus.

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

A: To check on availability for a specific student, please email [\*\*workstudy@utoronto.ca\*\*](mailto:workstudy@utoronto.ca) with the student's full name and student number, allowing 2-3 business days for a response.

**Q: Are International Foundation Program (IFP) students eligible?**

A: No, because IFP is considered a non-degree program.

Q: Are Study Abroad students eligible in the summer?

A: No, because they would not be present for the entire Work Study Program period.

Q: When should the hourly rate for a student in the Work Study Program be higher than the minimum rate, and by how much?

A: There are no set requirements for when a student in the Work Study Program should be provided with a higher hourly rate. A nominal hourly rate increase is meant as recognition of increased experience, skill set, and/or responsibilities. Please note that the costs associated with paying above the Work Study hourly rate (\$15.90 as of Fall 2022) will be covered at 100% by the hiring department. Please consider the following:

Hourly rate:

- Increases to the hourly rate should generally be limited to \$0.50 to \$2.00 an hour
- Potential reasons for increased hourly rate:
  - Students returning to the same Work Study role with additional responsibilities – for example, they may help to train, support new Work Study Students, or take on other increased responsibilities.
  - Graduate students in the Work Study Program – It may be appropriate to pay an increased hourly rate if your Work Study position targets graduate students as they bring additional insights and expertise to the role.

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

A: Students must submit all timesheets to their hiring department's business/payroll officer on a bi-weekly basis. Efforts should always be made to pay students in the appropriate pay period according to when hours were worked. All payroll for the Fall-Winter / Summer Work Study programs must be processed before the final payroll run in March /August.

Q: Is there a minimum number of hours a student can work?

A: If you intend to offer a Work Study position with reduced hours or duration, this should be made explicitly clear in the position description and discussed at the interview. When a student accepts one Work Study position, they are not able to accept a second position. Unless otherwise agreed before hiring, a student should be allowed to complete the total program hours (100 for summer, 200 for fall/winter).

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

A: For questions about student eligibility and payment procedures, please contact UofT's Registrar's Office at [\*\*workstudy@utoronto.ca\*\*](mailto:workstudy@utoronto.ca).