

HRMS GO LIVE

Affected Process: **Recruitment: Creating Contracts**
Activities Impacted: **Recruiting Non-Full-Time Workers**
Users impacted: **Hiring Managers/Delegates,
Work Study Employees**

Recruitment: Creating Contracts for Work Study Employees Working at Humber Process

Aug

05

From August 5 onward, the following process should be followed for hiring Work Study student employees to work at Humber College:

Students will:

- ✓ Apply online through Financial Aid and receive Work Study approval (University of Guelph-Humber students will have to apply for Work Study approval from the Humber Career Centre office)
- ✓ Create a candidate profile via the external HRMS career portal (if it is a new student employee)
- ✓ Forward their Work Study approval email to the Manager or Hiring Manager Delegate

Manager and/or Delegate will:

- ✓ Attach/Upload the student's Work Study approval email to the student's requisition specific application in Recruitment on HRMS
- ✓ Create the Work Study contract on HRMS and request approval from HR
- ✓ Receive notification when the student has accepted the offer

The Work Study office will receive a report generated by HRMS to reconcile with the report from Financial Aid to ensure all Work Study students are Work Study approved.

Recruitment: Creating Contracts for Work Study Employees Working at University of Guelph-Humber Process

Aug

05

From August 5 onward, the following process should be followed for hiring Work Study student employees to work at the University of Guelph-Humber (UofGH):

Students will:

- ✓ Create a candidate profile via the external HRMS career portal (if it is a new student employee)
- ✓ Notify the manager once this has been completed

Manager and/or Delegate will:

- ✓ Email UofGH Student Financial Services to confirm a student's Work Study eligibility
- ✓ Complete Work Study approval template and attach/upload to the student's requisition specific application in Recruitment on HRMS
- ✓ Create the Work Study contract on HRMS and request approval from HR
- ✓ Receive notification when the student has accepted the offer

UofGH will receive a report generated by HRMS to reconcile with the report from UofGH Student Financial Services to ensure all Work Study students are Work Study approved.

[Click here](#) to view 'How to Create Your Profile on HRMS'