

Fall 2023 Communication

Subject: Student Employee Hiring Timelines - Fall 2023

Hello Student Employee Hiring Managers,

Please see below for important information on Fall 2023 hiring.

Note that this information applies to **all Student Employees at Humber**.

This includes:

- 1) Domestic students (Work Study funded)
- 2) Domestic students (funded with PT funds if they don't qualify for Work Study funding)
- 3) International students (paid with PT funds)

Student Employees fall under the [PT Support Staff Collective Agreement](#) and you can refer to **Appendix 1** for more information.

If you have any questions or need clarification, please contact us at workstudy@humber.ca or ask your questions in the [Student Employee Hiring Leads MS Teams Group](#).

We encourage folks to turn on all channel communications in order to receive updated communication. **Emails through the Work Study Listserv will no longer be sent.**

Fall 2023 STUDENT EMPLOYEE CONTRACT DATES:

Fall 2023: August 21, 2023 – April 27, 2024

*Eligible students can be hired on a student contract at any time within these dates.

Maximum working hours criteria: Up to 24 hours per week total (student must be enrolled in classes full-time; student cannot exceed 24 working hours between all on-campus positions)

HR - HUMAN RESOURCE MANAGEMENT SYSTEM (HRMS) TIMELINES:

All contracts for the Fall Semester should be submitted to HR for approval no later than **Tuesday, August 8, 2023** as previously communicated through HR. If you were unable to meet this deadline, please connect with your Talent Acquisition Advisor (TAA).

A copy of the student's Work-Study approval email MUST be attached to Humber Student Work-Study Employee offer on HRMS. This does not apply to positions for University of Guelph-Humber positions, but is required for UGH Student Work-Study offers in Humber departments.

HR understands there may be circumstances where it is not possible for contracts to be submitted by these deadlines. In those cases, HR will make every effort to work with Hiring Manager to process contracts in a timely manner.

Please refer to the payroll calendar for deadlines on when offers/contracts are expected to be accepted by in order to be paid on time.

STUDENT EMPLOYEE JOBS APPLICATION PROCESS:

For Humber College domestic students:

- Students can access the Work Study Funding application by visiting <https://humber.ca/myhumber/>, logging in, selecting “Student Awards & Financial Aid” then selecting “Apply for Student Aid.”
Applications for Fall/Winter 2023/24 will be available on MyHumber starting on July 31st.

For ALL domestic University of Guelph-Humber (UofGH) students:

For any UofGH domestic student interested in applying for on-campus student jobs with a Humber department, they will have to download and complete the paper application form by going to <https://careers.humber.ca/workstudy-guelph-student.php> - steps and processes are found on this site for UofGH students. **This application must be filled out every semester.**

For more information about posting on-campus jobs, Student Employee Hiring Manager resources, and processing Student employee contracts, visit:

<https://careers.humber.ca/docs/Employer-Job-Posting-Guide.pdf>

<http://careers.humber.ca/workstudy-faculty.php>

<https://humber.ca/hrms/>

<https://humber.ca/hrms/support/how-do-i-create-a-contract/>

Please share this email with any staff who did not receive this email but oversees your Student Employee Roles.

Have a great day, The Work Study Team (workstudy@humber.ca)

FREQUENTLY ASKED QUESTIONS:

How do I hire and post jobs on campus?

ANSWER: On campus student jobs can be posted on Humber’s centralized job board: careerconnect.humber.ca. Learn how to post a job by visiting careers.humber.ca/employer-careerconnect.php. You can download a [Hiring Manager Resource Guide](#) specifically for hiring managers who hire students for more information on student hiring.

I’ve gone through the interview process with my candidate already and want to offer them a job. What should I do now?

ANSWER: You should process the student’s contract through HRMS. More information can be found here in the Human Resource Management System (HRMS) Knowledge Base (KB):

www.humber.ca/hrms

You can also visit: <https://careers.humber.ca/workstudy-faculty.php> under the “Processing Student Employee Contracts” tab for information on the HRMS requisition templates that need to be used for student workers.

Another resource you can use is the **Offer Matrix** which can be found in the *Files tab of Student Employee Hiring Managers MS Teams*.

Do I need to post an on-campus job on Career Connect or can I just hire whoever I want?

ANSWER: To ensure we are practicing equitable hiring, it is highly encouraged that hiring managers post their jobs on Career Connect for all students to have the opportunity to apply. Additionally, as a best practice, students should also not hold the same position for more than 2 years so the employment opportunity is available for other students as well.

Can I put any contract timeline I would like for my student employee?

ANSWER: No, student worker contract dates must be within the approved “Student Employee Contract Dates” indicated above to ensure college and ministry funding compliance.

Can I give my student employee full time hours for training?

You cannot give a student employee more than 24 hours per week on a Fall student employee contract. To accommodate full-time hours for training, you will have to create 2 contracts: a summer Appendix G Contract until September 1st, and a Fall contract for up to 24 hours when that one expires.

Can a student have more than one workstudy contract?

Yes they can. However, they would still only be eligible to work a total of 24 hours/week between their contracts as per the Part Time Collective Agreement. We encourage all hiring managers to ensure student employees are aware of that, and ask that the student works with all of their supervisors to determine the number of hours they can work in each of their roles to respect that limit.

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