



Student Work Placement Program

swpp.magnet.today

Wage Subsidy Application Guide

Welcome and thank you for your interest in applying to the Magnet Student Work Placement Program (SWPP)!

This guide will help you understand the application process, give an overview of the steps involved and provide instructions to complete them correctly.

The application steps might slightly differ from one semester to another, but the overall flow and documents needed remain the same.



TABLE OF CONTENTS

GETTING STARTED WITH THE APPLICATION PROCESS	3
<i>Common disqualifiers.....</i>	<i>4</i>
OVERVIEW OF THE APPLICATION STEPS	8
Part 1: Employer and Placement details.....	8
<i>Tips for common issues</i>	<i>10</i>
Part 2: Student or “Recommender” details	11
<i>Tips for common issues</i>	<i>13</i>
Part 3: Magnet Terms and Conditions and Supporting Documentation.....	14
<i>Checks to ensure the Terms and Conditions upload is acceptable</i>	<i>15</i>
<i>Checks to ensure the pay stubs uploads are acceptable.....</i>	<i>16</i>
Part 4: Employer and Student Feedback Surveys	17
Part 5: Invoice Upload	18
<i>Checks to ensure the invoice upload is acceptable</i>	<i>19</i>

Getting Started with The Application Process

Step 1

Go to the Magnet SWPP program website <https://swpp.magnet.today/> and review the full list of eligibility criteria to ensure that the placement is eligible for a SWPP subsidy. You can read our [FAQ section](#) for more details or contact swpp@magnet.today if you have questions that are not answered on the website or in this guide.



Common disqualifiers

The organization who is applying...

- Is part of the federal, provincial or territorial government (post-secondary institutions, hospitals and long-term care facilities are eligible until March 31, 2021)
- Is a federal or provincial Crown corporation
- Received another source of federal funding for the same student and semester
- Did not complete all the application steps as per the instructions
- Submitted or resubmitted (if edits were requested) the application after the deadline

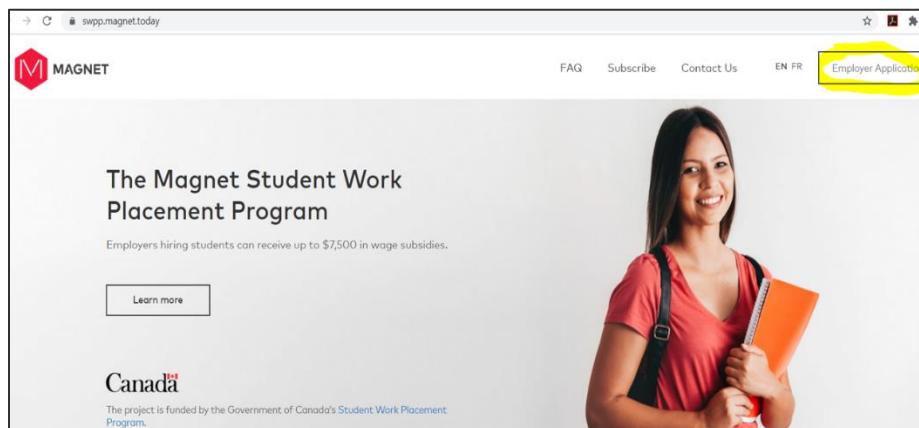
The student hired for the placement...

- Is an international student
- Is not undertaking a placement that is recognized as work-integrated learning by their institution in connection with a course, degree, certificate, diploma, or other recognized program offered by the institution.
- Did not provide the required information and documents



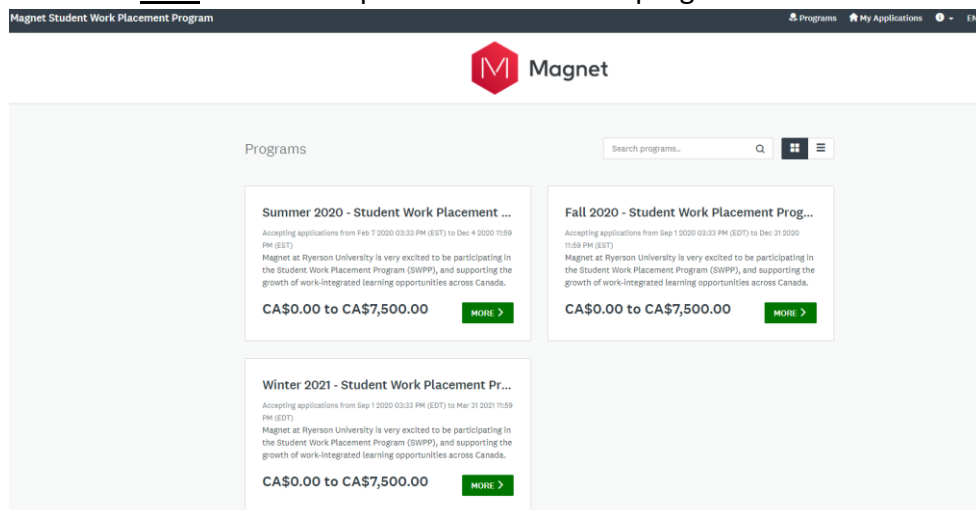
Step 2

If your placement(s) meets all the eligibility requirements, click on “[Employer Application](#)” in the top right corner of the program website:



Step 3

You will find the list of programs that are currently receiving applications. If the term of the placement you will be hiring for is not on the list, it means that it is not open yet. You can subscribe [here](#) to receive updates on the future programs.



Step 4

If the term is available, click on “More” to read the program description:

Fall 2020 - Student Work Placement Prog...

Accepting applications from Sep 1 2020 03:33 PM (EDT) to Dec 31 2020 11:59 PM (EST)

Magnet at Ryerson University is very excited to be participating in the Student Work Placement Program (SWPP), and supporting the growth of work-integrated learning opportunities across Canada.

CA\$0.00 to CA\$7,500.00

MORE >



Step 5

After you have carefully read the program description and if you are ready to apply, click on the green “Apply” button on the right-hand side. Note: if you would like to apply for more than one student, you will need to create and submit separate applications by selecting the term and clicking on “Apply” again:

Magnet
Magnet Student Work Placement Program
The Magnet Student Work Placement Program is administered by Magnet at Ryerson University

Fall 2020 - Student Work Placement Program

Ready to apply?

Please note that you will only be guaranteed a subsidy once we validate the eligibility of your organization, the placement you are hiring for, and the student related to this placement. Applications from some companies from the financial sector submitted after October 15, 2020 will not be eligible for the Student Work Placement Program (SWPP) funding, please visit [this list](#) for more details.

Before starting your application, ensure your organization and the placement you are offering meet the eligibility criteria listed on [our website](#) and that you:

Value
CA\$0.00 to
CA\$7,500.00

APPLY

Opens
Sep 1 2020 03:33 PM (EDT)

Deadline
Dec 31 2020 11:59 PM (EST)

Step 6

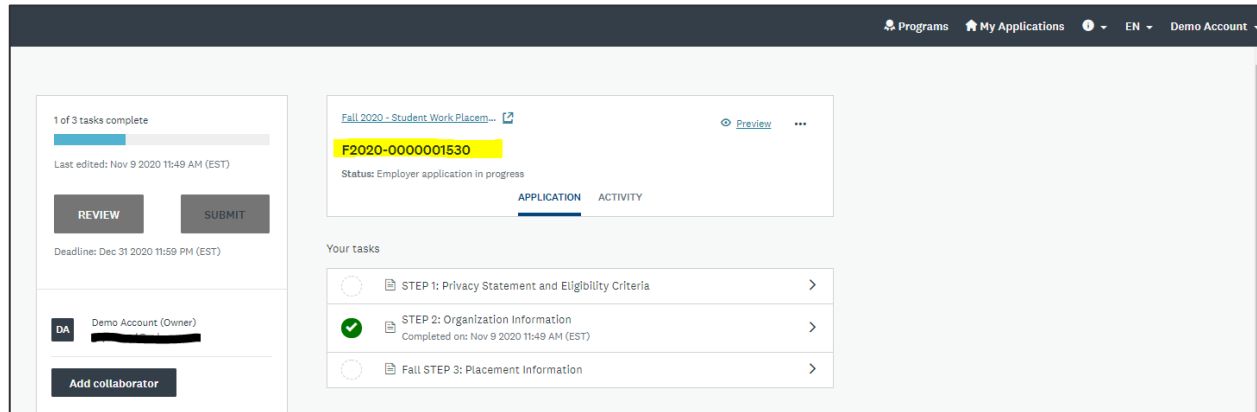
If you don't have a SurveyMonkey account yet, click on “Register” and use the email address with which you would like to be contacted throughout the process. If you already have an account, click on “Log in”. Please ensure that you always log in with the same account email address, to avoid creating multiple accounts. If you encounter any issues with your account and password, click [here](#).

EN ▾ Log In Register ⓘ ▾

Overview of the Application Steps

OVERVIEW OF THE APPLICATION STEPS

Part 1: Employer and Placement details



Your Tasks:

- ◇ *Privacy Statement and Eligibility Criteria*
- ◇ *Organization Information*
- ◇ *Placement Information*

- This is the first page you will see when you start an application. In this example, F2020-000000001530 is the reference number of the application: please include it in your communications with the program administrators.
- You will need to fill out these 3 tasks for each application, but can pre-populate some information that was already provided in subsequent applications.

The screenshot shows a web application interface. On the left, a sidebar contains a list of tasks: 'STEP 1: Privacy Statement and Eligibility Criteria', 'STEP 2: Organization Information', and 'Fall STEP 3: Placement Information'. The first two tasks have green checkmarks and are highlighted with yellow circles. A progress bar at the bottom of the sidebar indicates '2 of 3 tasks complete'. The main content area is titled 'STEP 1: Privacy Statement and Eligibility Criteria' and contains text explaining the privacy policy and eligibility requirements.

- Mark each task as complete: when completed, you will see a green checkmark.

The screenshot shows the application interface with 'Fall STEP 3: Placement Information' completed. The sidebar now shows all three tasks with green checkmarks. The progress bar indicates '3 of 3 tasks complete'. At the bottom of the sidebar, there are two buttons: 'REVIEW' and 'SUBMIT'. The 'SUBMIT' button is highlighted with a yellow circle. The main content area is titled 'Fall Placement Information' and contains a form with fields for 'Start Date' (Sep 10 2020) and 'End Date' (Dec 6 2020). A 'SUBMIT' button is also visible at the bottom of the main content area.

- After the 3 tasks are marked as complete, click on the green “Submit” button on the left-hand side to send to Magnet for review. If the submit button is not enabled, it means that at least one of the tasks was not completed.



Tips for common issues

- If you want to apply for more than one student, you need to create separate applications. The information provided in the first application can be pre-populated in all subsequent applications.
- If you get an error message for your organization website on Step 2 after you click on “Mark as complete”, please ensure it was entered with the following format: <https://test.com>
- If you get an error message for the postal code, please remove any extra spaces in the field.
- If you get an error message for the phone number, please use this format: XXX-XXX-XXXX

Review process to confirm eligibility of the organization and the placement

Status of the application: “Employer review in progress”

Typical timeline: 2-3 weeks

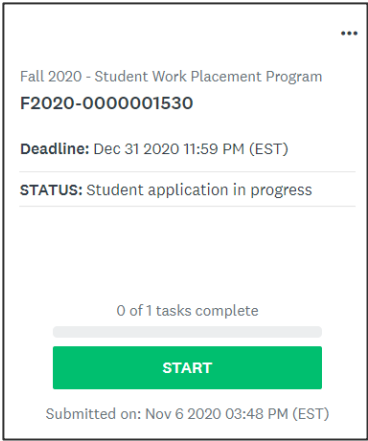
1. *If deemed eligible, the applicant receives a notification email with instructions on the next step: “Invite your Student (‘Recommender’)*
Students are called “Recommenders” in the SurveyMonkey Apply system.
2. *If edits are required or the application is not eligible, the applicant receives a notification email with details and the application is reopened for any edits.*



Part 2: Student or “Recommender” details

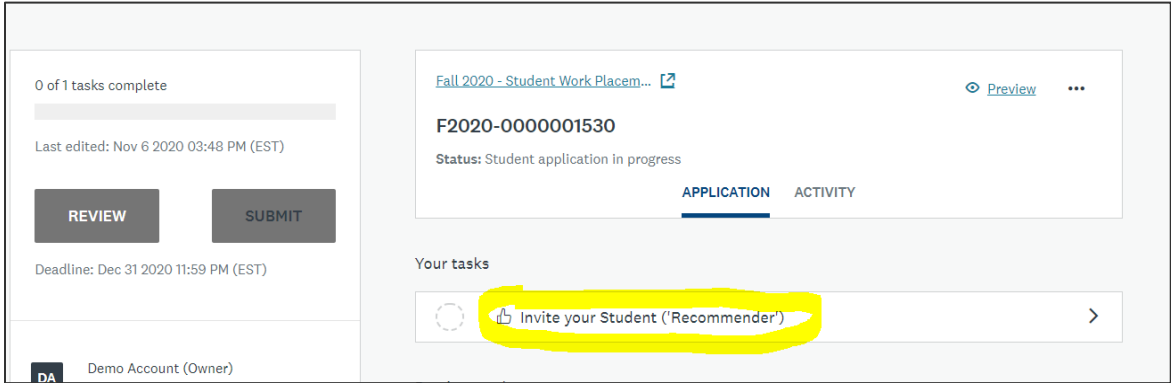
Step 1

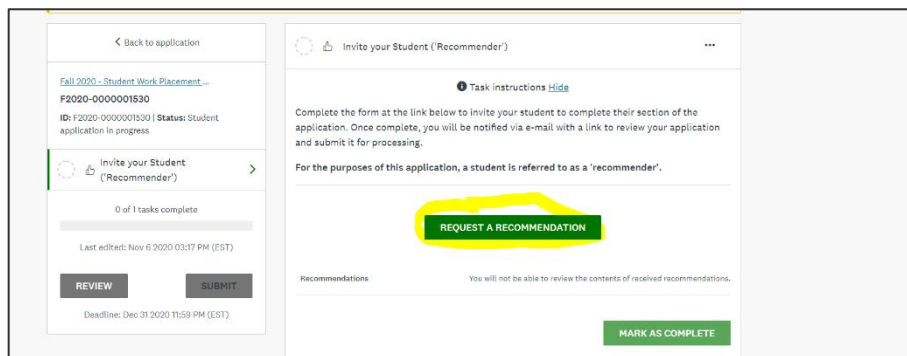
After Magnet has completed the review of this first portion and you have received the email notification, log in to the [portal](#), click on the green “Start” button to open up the application:



Step 2

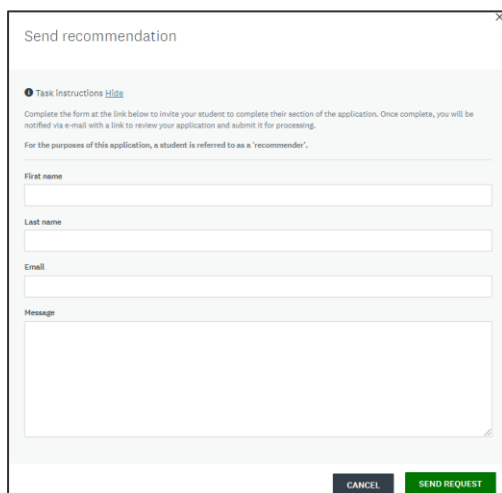
Click on “Invite your Student (‘Recommender’), then “Request a Recommendation”:





Step 3

Enter the name and email address of the student (called “Recommender” in SurveyMonkey Apply) to invite them to complete their portion of the application:



Step 4

The student will receive an email with a link to access the portal, complete the form and submit their information and documents*.

**In order to confirm the eligibility of the student and approve an application, Magnet requires them to provide information on their academic enrollment and their status in Canada.*



Tips for common issues

- If the student does not receive the email invite, it may be in their junk folder or the wrong email address was entered. You can reset the “Invite your student (‘Recommender’)” task by clicking on the ellipsis on the top right corner of the task and request another recommendation.
- If the student gets a 404 Error message when clicking on the link provided in the email, we advise that they use the following link and try with a different browser: <https://magnet-swpp.smapply.ca/rcmdr/>
- If the student is able to log in but does not see the “Recommendation”, it means that the invite was not sent yet or that they are logged in with a different email address. Students should log in with the email address provided by the employer in the “Invite your student” step.

Review process to confirm eligibility of the student hired for this placement

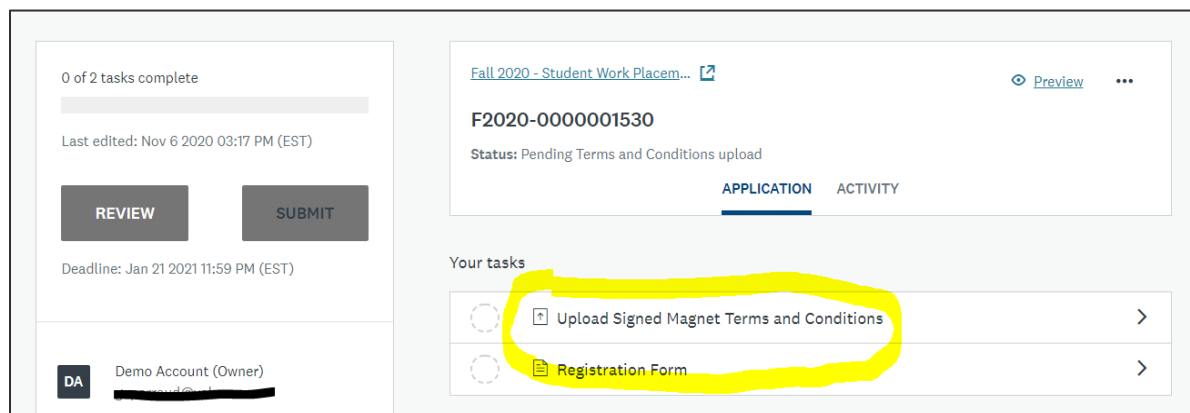
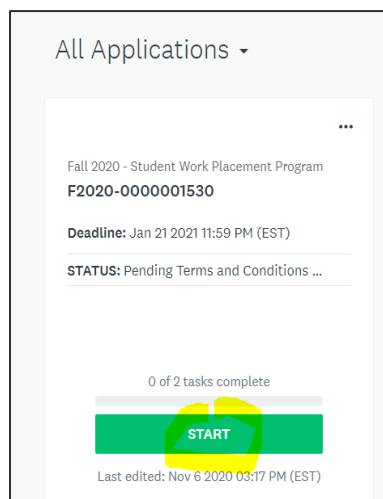
Status of the application: “Student review in progress”

Typical timeline: 2-3 weeks

1. *If approved and funding is available, the applicant receives an email with instructions on the next steps.*
2. *If edits are required or the application is not eligible, the student and the applicant receive a notification email with details and the step is reopened to allow edits.*
3. *If approved but funding is not available, the applicant receives an email and the application is moved to a waitlist in case funding becomes available at a later time.*

Part 3: Magnet Terms and Conditions and Supporting Documentation

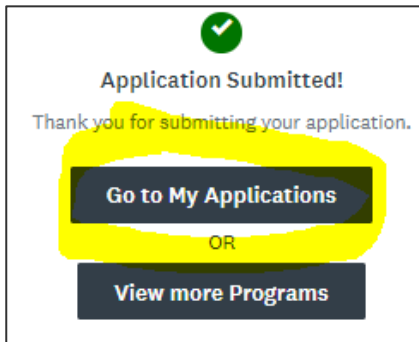
If the student's portion is approved, you will receive an email notification with instructions on the next steps to finalize the process. Log in to the [portal](#) and click on "Start" to complete the new tasks of the application:



Your Tasks:

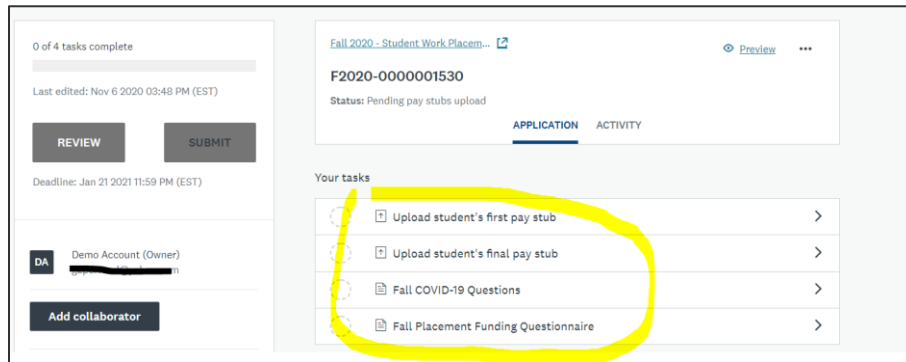
- ◇ Upload Signed Magnet Terms and Conditions
- ◇ Registration form

- Follow the instructions provided in the tasks. Once the document is uploaded and the form is filled out, mark the tasks as complete and click on the green “Submit” button on the left-hand side.
- Click on “Go to my applications” to continue:



Checks to ensure the Terms and Conditions upload is acceptable

- All the pages of the Terms and Conditions and the Employer acceptance form are uploaded.
- The Employer acceptance form has a clear signature and all the fields are completed.
- The student name and your organization name are correct, and the placement dates are complete (for example, the year should be included).



Your Next Tasks:

- ◇ Upload student's first pay stub
- ◇ Upload student's final pay stub
- ◇ COVID-19 Questions
- ◇ Placement Funding Questionnaire

Fill out the forms, upload the necessary documents as per the instructions provided in the tasks and mark the tasks as complete.

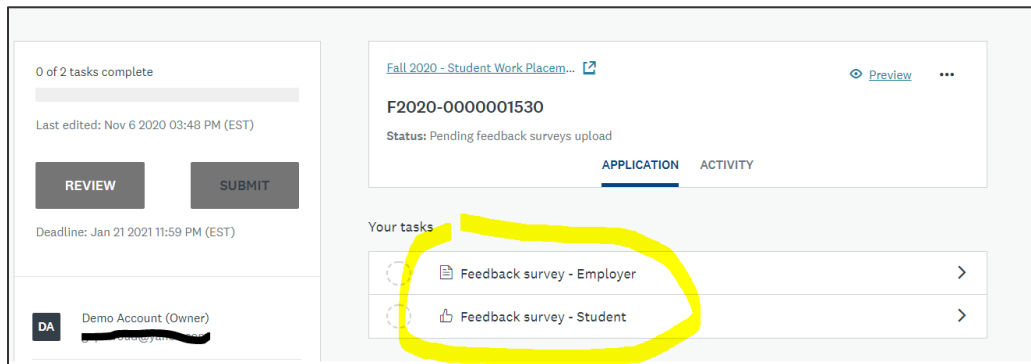
Click on the green "Submit" button on the left-hand side to send to Magnet for review.



Checks to ensure the pay stubs uploads are acceptable

- Pay stubs must include the student name, organization name, pay period and gross salary during the eligible funding period indicated in Clause 2 "Value and Duration of the subsidy" of the Terms and Conditions you signed.
- The "first pay stub" to be uploaded is the first pay stub falling during the eligible funding period, as specified in Clause 2 "Value and Duration of the subsidy" of the Terms and Conditions.
- The "final pay stub" to be uploaded is the last pay stub falling during the eligible funding period as specified in Clause 2 of the Terms and Conditions. It must include a clear statement of the total gross salary paid to the student during the eligible funding period (signed notes are acceptable if the payroll system doesn't not allow you to pull the amounts for said period).

Part 4: Employer and Student Feedback Surveys



Your tasks:

- ◇ Complete the "Feedback Survey - Employer"
- ◇ Invite the student (recommender) to complete their own survey through "Feedback survey – Student". Please refer to the name and email of the student provided in the previous tasks to ensure that you invite the correct student.

Review process to confirm validity of the documents and calculate the subsidy

Status of the application: "Final review in progress"

Typical timeline: 2-3 weeks

1. *If approved and funding is available, the applicant receives an email with instructions on the next steps.*
2. *If edits are required, they are sent to the applicant via email and the steps are reopened to allow edits.*
3. *If the organization is part of the government or was funded by another federal program, the application is not eligible, and the applicant will be notified via email.*

Part 5: Invoice Upload

Your task:

◇ Upload Invoice

- Follow the instructions provided in the task. Once the invoice template is completed and uploaded, mark the task as complete and click on the green “Submit” button.
- The applicant is notified that we are reviewing and processing their invoice.
 1. If no edits are required, the subsidy is processed within 45 days.
 2. If the invoice contains incomplete or incorrect information, the applicant is notified via email and this may delay payment.



Checks to ensure the invoice upload is acceptable

- All the fields of the invoice template are completed.
- An invoice number has been provided (unique if multiple applications) and the invoice is dated.
- The legal name of your organization is included and matches the name provided in the Registration form (this is the name used to register your organization in the financial system).
- The name of the student entered in the invoice matches the name on the pay stubs and in the Terms and Conditions - please do not use nicknames.
- The dates of the placement match the dates of the pay stubs.

The application process is complete!
**Thank you and we hope that you can take advantage of
the program again in the future.**