



Centre for Student Involvement and Careers

Congratulations on getting an offer of funding for Work Learn Winter 2016 term! Below are some important pieces of information about how to accept funding, hire a student, and appoint the student into your role.

Accepting funding

In order to accept our funding offer, please follow these steps:

1. UBC Payroll will no longer be accepting paper Student Appointment Forms so in order to accept our offer you must submit an [eForm](#) via the HRMS by the deadlines highlighted below. For any questions about the eForm or to get training on the process, please do not hesitate to contact your [Payroll Representative](#).
2. A mandatory **direct deposit** form and a **TD1 Tax Form** should also be attached to the eForm and can be found [word here](#) (search "Tax"). Please note that when you submit eForms for international students you must also attach a copy of their work permit.

Students starting work from:	Appointment Forms are due by:
September 1 – 15	Friday, August 26 @ 4:30pm
September 16 – 31	Friday, September 16 @ 4:30pm
October 1 onwards	Friday, September 30 @ 4:30pm

If we do not receive your student appointment details by September 30, 2016 (regardless of your student's intended start date) your winter Work Learn funding offer will be cancelled.

If you anticipate the student will work less than the total hours approved, or if you no longer intend to fill your position(s), please notify our office by e-mail **as early as possible**. If for any reason you're unable to send us your student appointment details in time to meet the deadline, please call us at 604-822-8278.

Student Recruitment and Hiring

Some of you have hired student staff before but for some, this is your first time. Please feel free to use some of our resources to support you as you [hire](#), and [onboard](#) your student(s).

One of the goals of the Work Learn program is to have the percentage of undergraduate international students hired into Work Learn positions closely reflect the international student population percentage on campus. Each year, the Work Learn program receives a block of funding that is specifically dedicated to supporting UBC undergraduate international students in gaining valuable workplace experience.

Our ability to fund the most possible jobs depends on using up all available funds and each term there is additional funds remaining in the ISI funding envelope. There are many talented international students



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looking for work and we strongly encourage you to hire qualified international undergraduate students to fill your position(s).

Hourly Timesheets

Once your students have been approved and have started working, it is very important for you to ensure that the hours being reported on their timesheets are accurate and reflect the hours worked in that particular pay period. Timesheets should be submitted directly to Payroll. Please refer to [UBC Payroll's Hourly Timesheet Cut-off Schedule](#). We **will not** reimburse any hours from timesheets submitted outside of the dates of the session within which the student incurred the hours (timesheets submitted after April 30 for hours incurred during the winter session will not be reimbursed).

Please note that you will be required to use a blank [timesheet](#) (search "timesheet") to report hours for the first pay cycle. Pre-printed timesheets from Payroll are only available to supervisors/administrators following the previous payroll run.

We look forward to a great Work Learn W16 with you as we continue collaborating to provide high quality learning to UBC students.