THE UNIVERSITY OF BRITISH COLUMBIA
Centre for Student Involvement & Careers

NSERC Undergraduate Student Research Awards 2021 - 2022
Appointing Students (via Workday) – Information for Faculty Supervisors (UBC-O)

Below are some important pieces of information pertaining to appointing a student in Workday. <u>Note</u>: this information is specific to hiring an NSERC USRA student for the **2021 – 2022 competition cycle (Summer 2021, Fall 2021, and Winter 2022 terms)**.

Hiring a Student

1. **Create Position Business Process (Workday):** Once you have selected your ideal candidate for your NSERC USRA appointment, you will need to complete the 'Create Position' business process (BP) in Workday. This process creates the NSERC USRA position you want to appoint the student into.

    There are a few important things specific to your NSERC USRA appointment in this BP:
    o Under "Job Posting Title", please use the appropriate naming conventions to indicate the term of when the NSERC USRA will be held: (i.e. "**S21 NSERC USRA – YOUR POSITION TITLE**")

    - Summer 2021 (May – August): **S21**
    - Fall 2021 (September – December): **F21**
    - Winter 2021 (January – April): **W22**

    o Select the appropriate NSERC USRA Job Profile (see table below) to categorize your NSERC USRA appointment depending on the UBC campus the student will be pursuing the award (Student (JFG) > Student > Student Salaried – NSERC USRA)

JOBCODE (HRMS)	Job_Profile (Workday)	PAY_RATE_TYPE (Salary)
400425	Student Salaried – NSERC USRA UBC-O	Salary

    o Additional information:

    - Time Type: "Full time"

    - Worker Sub-Type: "Term (Fixed Term)"

    o Under "Default Compensation Change", update the **monthly** salary amount while ensuring minimum wage requirements and statutory pay (if eligible) are

met. Note: On June 1, 2021, BC minimum wage will increase from $14.60/hour to $15.20/hour.

- You will need to convert the per-period salary to a monthly rate on Workday: http://payrollintranet.ubc.ca/calculators/perperiodcalculator.htm
- **Summer 2021 (May – August) Term:**
  - From April 26 – May 31, the student has to be paid a minimum of $14.60/hour or $511.00/week
  - From June 1 – August 31, the student has to be paid a minimum of $15.20/hour or $532.00/week
  - The minimum wage for Summer 2021 is **$8321.60 (or $2244.03 monthly)** – for a start date of May 3 – August 20, 2021
- If the student is appointed for a period of more than 16 weeks, this should be reflected in the student's wage with an increase of at least $106.40 per additional day or $532.00/week
- For reference, please see the table below for the minimum per period and monthly rate based on the student's start and end dates:

Term	Start Date	End Date	Total Number of Work Days	Total (Per Period)	Monthly Salary Rate*
Summer	April 26, 2021	August 13, 2021	80	$ 8,300.60	$ 2,226.99
Summer	April 27, 2021	August 16, 2021	80	$ 8,304.80	$ 2,230.38
Summer	April 28, 2021	August 17, 2021	80	$ 8,309.00	$ 2,233.78
Summer	April 29, 2021	August 18, 2021	80	$ 8,313.20	$ 2,237.19
Summer	April 30, 2021	August 19, 2021	80	$ 8,317.40	$ 2,240.61
Summer	May 3, 2021	August 20, 2021	80	$ 8,321.60	$ 2,244.03
Summer	May 4, 2021	August 23, 2021	80	$ 8,325.80	$ 2,250.22
Summer	May 5, 2021	August 24, 2021	80	$ 8,330.00	$ 2,256.43
Summer	May 6, 2021	August 25, 2021	80	$ 8,334.20	$ 2,262.68
Summer	May 7, 2021	August 26, 2021	80	$ 8,338.40	$ 2,268.95
Summer	May 10, 2021	August 27, 2021	80	$ 8,342.60	$ 2,275.25
Summer	May 11, 2021	August 30, 2021	80	$ 8,346.80	$ 2,281.59
Summer	May 12, 2021	August 31, 2021	80	$ 8,351.00	$ 2,287.95

Please refer to this website for the monthly rate calculation from payroll.

- **Fall 2021 (September – December) Term**: Minimum wage for a 16-week placement is $8512.00 with at least $106.40 per additional day or $532.00/week
- **Winter 2022 (January – April) Term**: Minimum wage for a 16-week placement is $8512.00 with at least $106.40 per additional day or $532.00/week

- Any questions regarding minimum wage calculations can be directed to the general inbox at nserc.usra@ubc.ca.

o Expand "Additional Details", please include the end date of the NSERC USRA appointment.
  - Please ensure that the appointment is for a period **of at least 16 consecutive weeks** and that the dates of employment are accurate.
  - The latest date a student can start working to meet the 16-week minimum requirement is:
    - Summer 2021 (May – August): **May 12, 2021**
    - Fall 2021 (September – December): **September 6, 2021**
      - *Note: The University is closed from December 25 – December 31, 2021*
    - Winter 2022 (January – April): **January 10, 2022**

o For information on how to create a position in Workday, please review the following training resources developed by the Integrated Renewal Program (IRP) team. You can also contact the IRP Help Desk or call IRP directly at 604-822-8200.

2. **Direct Hire Business Process (Workday):** Once your position has been approved in Workday via the 'Create Position' BP, and you have selected the student you wish to hire into your NSERC USRA position, you will need to complete the 'Direct Hire' BP in Workday.

   There are a few important things specific to your NSERC USRA appointment in this BP:
   o Select the arrow to expand the 'Additional Information' section.

   o Update the position Job Title using the appropriate naming conventions (outlined below) based on when the student will be pursuing their NSERC USRA (i.e. "S21 NSERC USRA – YOUR POSITION TITLE"):

     - Summer 2021 (May – August): **S21**
     - Fall 2021 (September – December): **F21**
     - Winter 2021 (January – April): **W22**

   o Update the "Default Weekly Hours" to 35.

     - Note: The student is expected to be working full-time hours (35 paid hours/week plus a 1-hour/day unpaid lunch break).

   o Under "Additional Job Classification", you will need to identify the student's degree level (Departmental Use > "Bachelor Student – Domestic") and complete the end date of the appointment.

o In the first comments section in this BP, use the following format when including the student number in the first comments field of this BP: **{{999999; 12345678}}**. This ID allows our office to verify that the information submitted in this BP is what was approved and to confirm student eligibility.

  ▪ For non-UBC students, use the following format in the comments field: **{{999999; nonubcid}}**

o Please see below screenshots of this step in the process within Workday.

Additional Information

Job Title	W21 NSERC USRA - Position Title
Business Title	W21 NSERC USRA - Position Title
Location Weekly Hours	40
Default Weekly Hours	35 ← Under "Default Weekly Hours", adjust hours to 35
Scheduled Weekly Hours	35
FTE	100%
Job Category	Student Employee
Job Classifications	35.0 - DEFAULT HOURS 35 Weekly (Central HR Use Only-Canada)
	40.0 - DEFAULT HOURS 40 Weekly (Central HR Use Only-Canada)
	86 - TIER Other Students (Central HR Use Only-Canada)
	OTH - CLUSTER Other (Central HR Use Only-Canada)
	TRI - Tri-Agency Student Job (Central HR Use Only-Canada)
Additional Job Classifications	× Bachelor Student - Domestic - (Departmental Use-Canada) ← Under "Additional Job Classification", select "Bachelor Student – Domestic"
First Day of Work	2021-01-01
Continuous Service Date	2021-01-01
End Employment Date	* 2021-04-22 ← Please ensure the length of the appointment is a min. of 16 consecutive weeks in duration
	{{999999; 12345678}} ← Under comments, please use the following format: {{999999; 12345678}}

Attachments

Drop files here

[Submit] [Save for Later] [Cancel]

If any information does not match the NSERC USRA 2021-22 A-List submitted, the student is not eligible to hold an NSERC USRA as per the student eligibility, or any other changes need to be made, our office will 'send back' this BP to the owner for review and resubmission.

If you have additional comments you would like to enter into this BP, please enter them into the other comments fields within this BP.

For information on how to Direct Hire or Change Job on Workday, please review the following training resources developed by the Integrated Renewal Program (IRP) team. You can also contact the IRP Help Desk or call IRP directly at 604-822-8200.

Last Updated: April 9, 2021

Student Hire BP Deadlines

Term	Deadline
Summer 2021	May 21, 2021
Fall 2021	September 17, 2021
Winter 2022	December 10, 2021

Award Reimbursement

- We recommend **only one Worktag (Grant/Cost Centre/Program etc.)** is used to pay the student's salary for ease of your reimbursement.

*__UBC-Okanagan__: The CSI&C office requires a PDF copy of the student's hire BP process. Please ensure the **worktag, start/end dates and monthly salary** are included in the PDF file. PDF documents can be sent to nserc.usra@ubc.ca.*

Questions?

You are encouraged to contact your Faculty/School/Department USRA Coordinator in case you have any further questions. As a second resource you can also contact:

- UBC NSERC USRA Liaison Officer/UBC Centre for Student Involvement & Careers/ nserc.usra@ubc.ca
- If you have specific questions about Workday, please contact the [UBC IRP](#) team for further support.

Last Updated: April 9, 2021