THE UNIVERSITY OF BRITISH COLUMBIA

NSERC Undergraduate Student Research Awards 2023 - 2024 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 **2023 – 2024 competition cycle (Summer 2023, Fall 2023, and Winter 2024 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:
   - Under "Job Posting Title", please use the appropriate naming conventions to indicate the term of when the NSERC USRA will be held: (i.e. "**S23 NSERC USRA – YOUR POSITION TITLE**")

     - Summer 2023 (May – August): **S23**
     - Fall 2023 (September – December): **F23**
     - Winter 2024 (January – April): **W24**

   - 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 > <mark>Student Salaried – NSERC USRA</mark>)

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

   - Additional information:

     - Time Type: "Full time"

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

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

- You will need to convert the per-period salary to a monthly rate on Workday: http://payrollintranet.ubc.ca/calculators/perperiodcalculator.htm
- **Salary Calculations:**
    - *On June 1, 2023, BC minimum wage will increase from the current $15.65/hour to $16.75/hour.*
    - NSERC requires USRA recipients to be employees of the host institution and comply with their provincial employment standards (BC Employment Standards Act). All NSERC USRA student appointments is classified as "Student Employee" and requires an additional 4% vacation pay to be included. Workday will automatically charge the benefits (CPP, EI, WCB) to the cost center assigned in the Hire BP.

    - **Summer Term (May – Aug 2023):**
        - From April 24 – May 31, the student has to be paid a minimum of $15.65/hour or $569.66/week (inclusive of 4% vacation pay).
        - From June 1st onwards, the student has to be paid a minimum of $16.75/hour or $609.70/week (inclusive of 4% vacation pay).
        - For example, if the student is doing a 16-week work-term from May 1 – Aug 18, 2023, the minimum wage will be **$9,457.08** (or $2,608.85 monthly). To obtain the monthly rate, go to the salary calculator and enter the student's start and end date. The monthly salary varies depending on the start and end date of employment, and it's determined by using the salary calculator. Below is a screenshot of the salary calculator:

Salary Calculator
(per-period to monthly)

Start Date: | Mon May 01 2023
End Date: | Fri Aug 18 2023
Per Period Salary: | 9457.08

Calculate | Reset

monthly salary: | 2608.85

- 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 (incl. 4% vacation)	Monthly Salary Rate
Summer	April 24, 2023	August 11, 2023	80	$9,417.04	$2,573.60
Summer	April 25, 2023	August 14, 2023	80	$9,425.05	$2,578.99
Summer	April 26, 2023	August 15, 2023	80	$9,433.06	$2,584.40
Summer	April 27, 2023	August 16, 2023	80	$9,441.07	$2,592.51
Summer	April 28, 2023	August 17, 2023	80	$9,449.08	$2,600.66
Summer	May 1, 2023	August 18, 2023	80	$9,457.08	$2,608.85
Summer	May 2, 2023	August 21, 2023	80	$9,465.09	$2,613.79
Summer	May 3, 2023	August 22, 2023	80	$9,473.10	$2,618.74
Summer	May 4, 2023	August 23, 2023	80	$9,481.11	$2,623.70
Summer	May 5, 2023	August 24, 2023	80	$9,489.12	$2,628.68
Summer	May 8, 2023	August 25, 2023	80	$9,497.12	$2,633.66
Summer	May 9, 2023	August 28, 2023	80	$9,505.13	$2,638.65
Summer	May 10, 2023	August 29, 2023	80	$9,513.14	$2,643.65
Summer	May 11, 2023	August 30, 2023	80	$9,521.15	$2,648.67
Summer	May 12, 2023	August 31, 2023	80	$9,529.16	$2,653.69
Summer	May 15, 2023	September 1, 2023	80	$9,537.16	$2,655.92

- In addition, supervisors are required to fund benefits (CPP, EI, WCB) amounting to approximately 7.48% of the monthly wage.

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- - - Fall Term (Sept – Dec 2023) and Winter Term (Jan – Apr 2024)
        - For a 16-week work term, the minimum wage will be **$9,755.20** ($609.70/week x 16 weeks).
        - Workday requires the monthly rate to be entered. To obtain the monthly rate, go to the salary calculator (http://payrollintranet.ubc.ca/calculators/perperiodcalculator.htm) and enter the student's start and end date).

    - 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 $121.94 per additional day or $609.70/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 2023 (May – August): **May 12, 2023**
        - Fall 2023 (September – December): **September 5, 2023**
            - *Note: The University is closed from December 25 – December 31, 2023*
        - Winter 2024 (January – April): **January 9, 2024**

  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. "S23 NSERC USRA – YOUR POSITION TITLE"):

- Summer 2023 (May – August): **S23**
- Fall 2023 (September – December): **F23**
- Winter 2024 (January – April): **W24**

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 **You must also submit the student number of the student you wish to hire and student's residence in Canada this Summer (specifically the province they will reside in) and the per period salary into the first comments field in this BP, using the following format** =={Student #; Canadian Province; Per-period salary}==.

- For example, for student number 12345678, student residing in BC and paid $9,457.08 for the award term, you will enter **{12345678; BC; $9,457.08}**.

- This allows our office to verify that the information submitted in this BP is what was approved and to confirm student eligibility.

- We'll send back the BP if this is not provided.

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

← Hire Employee

NSERC USRA Student Test (Actions)
Department of EUT UBCV 783 (EUT Manager A UBCV 783) (Actions)

Hire Date * `2021-01-01` 📅

Reason * `✕ Hire Employee > New Hire` ☰

Under "Job Details", find the position of interest (fields in this section will auto-populate)

Job Details

Position * `✕` `P0000XXXXX NSERC USRA W21 – Position Title`

Employee Type * `✕ Term (Fixed Term)` ↗ ☰

Job Profile * `✕` `Student Salaried – NSERC USRA`

Time Type * `✕ Full time` ☰

Location * `✕ UBC Vancouver Campus ⋯` ☰

Work Space `☰`

Pay Rate Type `✕ Salary ⋯` ☰

➤ › **Additional Information**

Select the arrow to expand the "Additional Information" section and add in hours per week, start date/end date, etc.

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Additional Information

Job Title	W21 NSERC USRA - Position Title
Business Title	W21 NSERC USRA - Position Title
Location Weekly Hours	40
Default Weekly Hours	35
Scheduled Weekly Hours	35
FTE	100%
Job Category	Student Employee

Under "Default Weekly Hours", adjust hours to 35

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

{12345678; BC; $8852.48}

Under comments, please use the following format:
{Student #; Canadian Province; Per-period salary}

Attachments

Drop files here

Submit   Save for Later   Cancel

If any information does not match the NSERC USRA 2023-24 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.

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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.

Student Hire BP Deadlines

Term	Deadline
Summer 2023	May 12, 2023
Fall 2023	September 15, 2023
Winter 2024	December 8, 2023

Award Reimbursement

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

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.

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