



NSERC Undergraduate Student Research Awards 2024 - 2025 Appointing Students (via Workday) – Information for Faculty Supervisors (UBC-O)

Below are some important pieces of information pertaining to appointing a student in Workday.
Note: this information is specific to hiring an NSERC USRA student for the **2024 - 2025** competition cycle (Summer 2024, Fall 2024, and Winter 2025 terms).

Creating a NSERC USRA Position in Workday

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. **“S24 NSERC USRA – YOUR POSITION TITLE”**)
 - Summer 2024 (May – August): **S24**
 - Fall 2024 (September – December): **F24**
 - Winter 2025 (January – April): **W25**
- 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**)

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, 2024, [BC minimum wage](#) will increase from \$16.75/hour to \$17.40/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 2024):**
 - From April 29 – May 31, the student has to be paid a minimum of \$16.75/hour or \$609.70/week (inclusive of 4% vacation pay).
 - From June 1st onwards, the student has to be paid a minimum of \$17.40/hour or \$633.36/week (inclusive of 4% vacation pay).
 - For example, if the student is doing a 16-week work-term from May 1 – Aug 20, 2024, the monthly rate will be \$2,723.32. To obtain the monthly rate, go to the [salary calculator](#) and enter the student’s start and end date. The monthly salary may vary 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:

End Date:

Per Period Salary:

monthly salary:

- 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 29, 2024	August 16, 2024	80	\$9,893.52	\$2,720.72
Summer	April 30, 2024	August 19, 2024	80	\$9,898.25	\$2,722.02
Summer	May 1, 2024	August 20, 2024	80	\$9,902.98	\$2,723.32
Summer	May 2, 2024	August 21, 2024	80	\$9,907.72	\$2,724.62
Summer	May 3, 2024	August 22, 2024	80	\$9,912.45	\$2,725.92
Summer	May 6, 2024	August 23, 2024	80	\$9,917.18	\$2,727.22
Summer	May 7, 2024	August 26, 2024	80	\$9,921.91	\$2,728.53
Summer	May 8, 2024	August 27, 2024	80	\$9,926.64	\$2,729.83
Summer	May 9, 2024	August 28, 2024	80	\$9,931.38	\$2,731.13
Summer	May 10, 2024	August 29, 2024	80	\$9,936.11	\$2,732.43
Summer	May 13, 2024	August 30, 2024	80	\$9,940.84	\$2,733.73

- In addition, supervisors are required to fund benefits (CPP, EI, WCB) amounting to approximately 7.48% of the monthly wage.
- Fall Term (Sept - Dec 2024) and Winter Term (Jan - Apr 2025)**
 - For a 16-week work term, the minimum wage will be **\$10,133.76** (\$633.36/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 \$126.67 per additional day or \$633.36/week.
 - Any questions regarding minimum wage calculations can be directed to the general inbox at nserc.usra@ubc.ca.
 - 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 2024 (May – August): **May 13, 2024**
 - Fall 2024 (September – December): **September 4, 2024**
 - *Note: The University is closed from December 25 – December 31, 2024*
 - Winter 2025 (January – April): **January 9, 2025**
 - 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:

- Select the arrow to expand the 'Additional Information' section.
- 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. "S24 NSERC USRA – YOUR POSITION TITLE"):
 - Summer 2024 (May – August): **S24**
 - Fall 2024 (September – December): **F24**
 - Winter 2025 (January – April): **W25**



- 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).
- 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.
- **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 \$9,902.98 for the award term, you will enter **{12345678; BC; \$9,902.98}**.
 - 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.
- 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 * × P0000XXXX 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.



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	<input checked="" type="checkbox"/> 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
Comments	{12345678; BC; \$8852.48}	Under comments, please use the following format: {Student #; Canadian Province; Per-period salary}

Attachments

Drop files here

Hiring a Student Employee in Workday: Hire Business Process (BP)

[Hire Employee](#): Once the position has been created, you can proceed to the relevant Business Process Hire Employee:



- [KB0018940 - Direct Hire: Student](#) The new student hiring process is designed to streamline hiring for current students. To start the hiring process, you will **search for the student's record directly in Workday using their Student ID number**.
 - *Please note:* When hiring for any position, hiring managers will need to check if their candidate has a student record in Workday to prevent creating duplicate records.

Direct Hire Changes

[KB0017265 – New Process to Hire Students](#): When hiring any candidate into any type of position (staff, student, or faculty), the person initiating the hire must review the candidate's application and work/education history to determine if they may have a student record in Workday. If there is *any* chance the candidate has a student record, it is **critical** that the person initiating the hire search for this record in order to prevent creating a duplicate identity.

When to Use Which Workday Process:

- When hiring a **current UBC student** (someone enrolled in the current [academic session](#)), use the new **Hire Student process** to hire directly from a student record.
- When hiring a **former UBC student** (someone enrolled in a previous [academic session](#)), use the **Hire Employee process** and use the candidate's student number to match to their student record.
- When hiring a former UBC student who is also a **former UBC employee**, hire using **Hire Employee** and the **candidate's Employee ID number**.
- When hiring a current or former UBC student who is also a **current UBC employee**, use "Add Job."

If any information does not match the NSERC USRA 2024-25 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.



Student Hire BP Deadlines

Term	Deadline
Summer 2024	May 10, 2024
Fall 2024	September 13, 2024
Winter 2025	December 6, 2024

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.