Appointing Your Work Learn Student | Summer 2021

Student Recruitment

1. If you have not selected 'internal candidate' in your Work Learn proposal, your Work Learn position will be posted on CareersOnline, UBC's opportunity posting portal and accessible for all UBC students to view and apply for during the three-week recruitment period (**March 8 - 28, 2021).**

2. During this recruitment period, please promote your opportunity through digital channels you have access to. The Centre for Student Involvement and Careers also directs all UBC students to explore Work Learn opportunities that are posted through all of its affiliated digital channels.

3. It is expected that interviews will not be held while your Work Learn position is posted. Please ensure you conduct interviews only after your Work Learn position is no longer posted on CareersOnline. This enables equitable opportunities for all students to apply to your position.

4. If you wish to host a recruitment timeframe that is outside this identified period, please let us know **before May 28th** and we are happy to adjust how and when your Work Learn position is posted on UBC CareersOnline.

Accepting funding

1. Accepting your funding is confirmed once you have completed the Direct Hire Business Process (BP) which appoints the student into the Work Learn position in Workday. Please complete this BP for your Work Learn position by **Friday, May 28, 2021.** For information on how to submit a Direct Hire BP, please read the **Hiring a Student section.**

   NOTE: If you intend to split hours between multiple Work Learn students, please email work.learn@ubc.ca with the details of the split **prior to** completing the Direct Hire in Workday.

2. If you have not completed the Direct Hire BP by **Friday May 28, 2021** and still intend to use your Work Learn funding, please notify work.learn@ubc.ca by this date. If we do not receive notice of your student appointment details by then, your Work Learn funding offer will be rescinded.

   NOTE: If you anticipate the student will work fewer than the total hours approved, or if you no longer intend to fill your position(s), please notify work.learn@ubc.ca **as early as possible.**

Hiring a Student

1. **Create Position Business Process (Workday):** Once you have selected your ideal candidate for your Work Learn position, you will need to complete the 'Create Position' business process (BP) in Workday. This process creates the Work Learn position you want to appoint a student into using the job details provided to you in your funding announcement email.

   There are a few important things specific to your Work Learn appointment in this BP:

   o You will need to select the **appropriate Job Profiles** that will route this Direct Hire BP to Work Learn Coordinators for approval in Workday (Student (JFG)>Student - Work Learn) and then select the position classification to which your Work Learn position was approved for.

   NOTE: If your Work Learn student is an **INTERNATIONAL UNDERGRADUATE ("ISI")**

student, please be sure to use the <mark>'Student Hourly - Work Learn International (UBCV)'</mark> Job Profile.

o In Workday, you will use 'Job Profiles' to appropriately categorize your Work Learn appointment depending on the position classification that was approved for your position OR if the student hired into that position is an international undergraduate student.

o There will be a Job Profile for both the summer and winter sessions.
  ▪ Example: Student Hourly - Work Learn Daycare Assistant (summer session)

JOBCODE (HRMS)	Job_Profile (Workday)	PAY_RATE_TYPE (Hourly)
400310	UBCV WorkLearn Int'l* (summer)	Hourly
400311	WST Project Worker (summer)	Hourly
400312	WST Project Assistant (summer)	Hourly
400313	WST Office/Library Worker (summer)	Hourly
400315	WST Researcher/Professional (summer)	Hourly
400317	WST Daycare Assistant (summer)	Hourly

*UBCV WorkLearn Int'l: *Only appoint **international undergraduate students** under this Job Profile.*

o Under the <mark>'Request Default Compensation'</mark> step in this process, be sure to enter in the <mark>hourly wage</mark> associated with the position classification to which your Work Learn position was approved for.

o **For information on how to create a position in Workday**, please review the following resources developed by the IRP team:

  • [Training: Integrated Renewal Program](#)

2. <mark>**Direct Hire Business Process (Workday):**</mark> 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 Work Learn position, you need to complete the 'Direct Hire' BP in Workday.
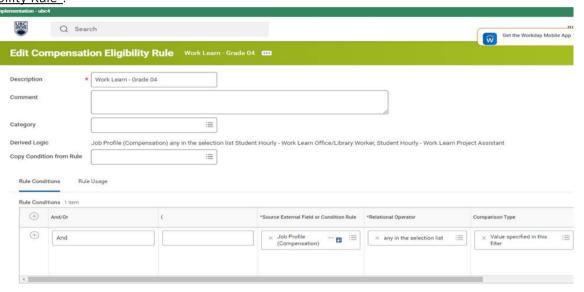
There are a few important things specific to your Work Learn appointment in this BP:

- o Select the arrow to expand the 'Additional Information' section.

- o Update the position Job Title to "S21 WL - YOUR POSITION JOB TITLE" and update the 'Default Weekly Hours' to 10 (Winter Cycle) and 20 (Summer Cycle).

- o You will also need to select an 'Additional Job Classification' to identify students' degree level.

- o Please note that ALL summer appointments should be created using the summer job profile. When choosing the WL "Summer Session" option and get to the default compensation stage, if the grade profile and step does not automatically populate (not able to add anything), this issue might be due the missing eligibility rule. You can update it via "Edit Compensation Eligibility Rule".

- o In the first comments section in this BP, you **must** also submit the unique **Work Learn project ID** and the **student number** of the student you wish to hire into the first comments field in this BP, using the following format {{110XXX; 12345678}}.

- o Please note that this is **mandatory,** as this ID allows Work Learn to verify that the information submitted in this BP is what was approved for funding and confirm student eligibility.

> {{ProjectID; studentNumber}} {{110XXX; 12345678}}
> Must include the brackets **{{}}** and be separated by **semicolon ;**
> ****Please use this format to avoid your BP being sent back.****

- o If any information does not match what you received funding for, the student is not eligible to hold a Work Learn appointment as per Work Learn program eligibility, or any other changes need to be made, Work Learn will 'send back' this BP to the owner for review and resubmission.

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

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

Tracking Hours & Pay Periods

For instructions on how to submit hours on Workday, please refer (and refer your student employees) to the IRP training resource for hourly staff and student employees.

A few important things to note regarding hours and pay:
o Direct Hire BPs are not routed to Payroll anymore for approval of hiring employees. In order for approvals to be made in time for pay period cut-offs, appointments would need to be approved by the 8th or 9th of each month to make the 15th payday and 23rd or 24th of each month to make the end of the month payday. Pay for student employees will continue to be deposited into the bank account that Payroll currently has on file.

o Student employees working longer than 5 consecutive hours will need to log mealtime in Workday.

o For tracking hours during statutory holidays, please review the British Columbia Employment Standards Act for information on whether your student will be eligible for statutory holiday pay.

NOTE: As of May 3rd, 2021, we will be **turning off the automated payment** in Workday for the $8/hr subsidy for all Work Learn positions. Instead of using an automated Workday process for Work Learn payments, **we will return to processing manual reimbursements based on hours each student works. Work Learn's $8/hr subsidy will be reimbursed quarterly.**

o In Workday, you will see this reimbursement reflected in the "Salaries | Student Work Learn Subsidy" ledger account in the ledger of the Worktag used to pay the Work Learn student.

Additional Resources for Supervising Student Employees

Work Learn has many resources accessible to you to support you in your supervision of your student employee(s). From best practices in interviewing, to designing effective onboarding programming, and remote supervision strategies, there are digital resources you can review on your own time, as well as synchronous offerings available to learn and discuss various topics with other Work Learn supervisors.

To access these resources or to register for these synchronous sessions, please visit our website here: https://facultystaff.students.ubc.ca/student-engagement/centre-student-involvement-careers/work-learn

For other questions pertaining to your Work Learn appointment, please consult our FAQs document.