Congratulations on receiving funding for your Work Learn position!

Below are some important pieces of information about how to accept your funding offer, hiring a student, and tracking hours.

Accepting funding

1. In order to accept your funding offer, please submit your Direct Hire BP for your student by Friday, May 28, 2021. If you intend to split the max hours between multiple students, please be sure to email work.learn@ubc.ca with the details of your split before you submit your student appointments onto Workday. If you wish to have a recruitment after this 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.

2. You must notify work.learn@ubc.ca by Friday, May 28, 2021 if you intend to use your funding and have yet to still hire a student into your Work Learn position. If we do not receive notice of your student appointment details by this date your Work Learn funding offer will be rescinded.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:

- 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 ‘Student Hourly - Work Learn International (UBCV)’ Job Profile.

- 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.

<table>
<thead>
<tr>
<th>JOBCODE (HRMS)</th>
<th>Job_Profile (Workday)</th>
<th>PAY_RATE_TYPE (Hourly)</th>
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<tr>
<td>400310</td>
<td>UBCV WorkLearn Int’l&quot;</td>
<td>Hourly</td>
</tr>
<tr>
<td>400311</td>
<td>WST Project Worker</td>
<td>Hourly</td>
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</table>
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 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:

- Select the arrow to expand the ‘Additional Information’ section.
- Update the position Job Title to “W20 WL - YOUR POSITION JOB TITLE” and update the ‘Default Weekly Hours’ to 10 (Winter Cycle) and 20 (Summer Cycle).
- You will also need to select an ‘Additional Job Classification’ to identify students’ degree level.

- 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 {{200XXX; 1234567}}. This ID allows Work Learn to verify that the information submitted in this BP is what was approved for funding and confirm student eligibility.
- 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.

○ 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 resources developed by the IRP team: HR103-02 Hire: Direct Hire, HR103-06 Hire: Direct Hire (Review/Approve), Change Job - Extension BP, and Change Job - Transfer/Promotion BP.

**Tracking Hours & Pay Periods**

Student employees will need to submit their hours directly in Workday, please refer to the Pay Schedule Change that outlines changes to pay as of November 2020.

For instructions on how to submit hours on Workday, please refer (and refer your student employees) to the step-by-step guide under the Time Tracking Resource.

A few important things to note regarding hours and pay:

○ Paydays for hourly employees are on the 15th and last day of each month, beginning in November 2020. Paydays falling on a weekend or holiday will be moved to the day before the weekend or holiday.

○ Pay for student employees will continue to be deposited into the bank account that Payroll currently has on file.

○ Student employees working longer than 4 hours consecutively will need to log mealtime in Workday.

**NOTE:** Work Learn’s $8/hr subsidy will no longer be reimbursed quarterly, but will instead be automatically contributed each payday. The Job Profiles associated with Work Learn student appointments as listed above, have been configured to split the earnings to automatically apply the $8/hr subsidy from Work Learn’s cost centre up to the set maximum number of funded hours approved for each position.

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

**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