Vancouver Work Learn Summer 2021 | Frequently Asked Questions (FAQs)

- **Are we able to hire a Work Learn student for the Summer 2021 session?**
  Yes, however, for any new recruitment process please ensure that you check with your departmental/administrative unit head to confirm that you can proceed with this hire. Work Learn will process appointments that have been approved by departmental/administrative unit heads and are conducive to remote work, or that have received approval for on-site work.

- **Are UBC students eligible to conduct work for their Work Learn position remotely?**
  Yes, if the position is conducive to remote work. However, to maintain appropriate work safety coverage and information privacy, employees are required to work within Canada. Those students who will be working remotely outside of BC must be registered as a worker in the province or territory where the work will take place. To do so, your HR Advisor/Department should alert UBC's WSBC Claims Associate Aidan Gregory by email at aidan.gregory@ubc.ca. **If students are residing outside of Canada, they will not generally be eligible to work remotely. Please contact your HR Advisor/Associate in these circumstances.**

- **What information do I need to provide to my finance/HR/administrator for setting up the student appointment (BP) on Workday?**
  In order to accept your funding, you must appoint a student into your Work Learn position by submitting a Direct Hire BP on Workday. It is important to have students appointed in their positions prior to starting work. Please refer to the Work Learn Workday Transition FAQ and S21 Appointing Student's on Workday with information on how to Create a Position BP and how to submit a Direct Hire BP.

  Please complete this BP for your Work Learn position by **Friday, May 28, 2021.** Note that the **unique Work Learn project ID and the student number of the student you wish to hire must be included in the first comments field in the hire business process, using the following format {{11XXXX; 12345678}}.** This ID allows our office to verify that the information submitted in this business process is what was approved and to confirm student eligibility.

  For more information on how to appoint students into a Work Learn position, please visit the Faculty and Staff Work Learn website.

- **Can I assign alternative projects/work responsibilities to my Work Learn student employee?**
  In some cases, you may consider whether modified projects or alternate duties are possible, in keeping with the position classification of your approved Work Learn position. Your Human Resources Advisor/Associate can provide advice. Remote work responsibilities can be converted to on-campus projects, should your department be approved to re-occupy and resume operations.

- **What IT considerations must be made in determining whether remote work is feasible?**
Please refer to UBC's HR guidance for managers and supervisors, which includes a Telecommuting Checklist, and UBC IT's online guide to working remotely. The guide outlines resources when working remotely, including: how to access emails and files, tools for virtual meetings, and security requirements. When considering the use of personal devices, it is important to ensure that security and privacy requirements are met.

- **If I will be continuing my current Work Learn student in the same position through the summer session, will I still need to apply for Work Learn funding for Summer 2021?**
Yes. Work Learn funding is not a guarantee, even if you plan to continue your current Work Learn student, you will still need to apply for Summer 2021 Work Learn funding by submitting your proposal on CareersOnline. When you submit your proposal, please check off **YES** under the question: **Do you already have a candidate(s) identified for this job?** This means that if your proposal is approved, your job posting will not go live on CareersOnline and you can proceed to rehire your student into this position.

- **Can my funding from my Winter 2020 Work Learn position be carried forward into Summer 2021?**
At this time, we are unable to carry forward any unused funding from your Winter 2020 Work Learn position into Summer 2021 (May – August 2021) due to funding from a new fiscal budget. As per our Faculty and Staff Work Learn website, the banking of Work Learn hours is not permitted and the program office will not pay the subsidy on these hours beyond their current cycle.

- **Can my funding for my Summer 2021 Work Learn position be transferred to another Work Learn project?**
If you have received Work Learn funding for multiple projects, it is possible to transfer funding from one project that to another within the maximum number of hours that each project was approved funding for. Please consult with your departmental/administrative unit head for approval, then please notify work.learn@ubc.ca as early as possible before submitting the student appointments on Workday.

- **Can my funding for my Winter 2020 Work Learn position be extended into Summer 2021 due to reduced number of hours during the winter months because of COVID-19?**
At this time, we are unable to carry forward any unused funding from your Winter 2020 Work Learn position into Summer 2021 (May – August 2021) due to funding from a new fiscal budget.

- **When will Work Learn Summer 2021 positions be posted on CareersOnline?**
The posting period for Work Learn Summer 2021 positions is **March 8** through **March 28, 2021.** If you require extensions to your posting, please email work.learn@ubc.ca.

- **How will interviews for Work Learn Summer 2021 take place?**
  Work Learn is encouraging supervisors to conduct remote interviews by leveraging digital technology such as Skype for Business, Zoom, or other platforms to conduct your selection processes. We encourage you to reference the Work Learn [Resources for Supervisors](#) during these challenging times. We have provided additional guidance on good practices for hiring and supervising employees remotely. We are also happy to work with supervisors 1:1 to set up remote hiring practices. We have been advising students applying for positions to confirm what technology will be used and test their connectivity, prior to the interview.

- **Do I have to send an offer letter to my Work Learn student employee?**
  Workday automatically generates an offer letter that you can customize within the system. It is recommended that you edit this offer letter to reflect all pertinent information regarding your Work Learn position – please see our [Sample Offer Letter](#) template for ideas on what can be included in the letter. You do not need to send another offer letter in addition to the one that is generated within Workday.

- **I am hiring a student who has never held a Work Learn position before, what do I need to know?**
  Students who have not previously been employed by UBC in any capacity, will not have an employee ID at the time you submit your Create Position and Direct Hire BPs. The student's employee ID will be generated after the Direct Hire BP has been approved in Workday. Once your student's employee profile is active Workday, the individual who submitted the BP for your Work Learn position is required to follow-up with the Work Learn program at work.learn@ubc.ca to confirm the student's employee ID.

- **How do I track the hours worked by my Work Learn student on Workday?**
  Supervisors are responsible for ensuring that hours submitted by Work Learn student employees do NOT exceed the total hours that were approved for funding for your Work Learn position. To track your Work Learn student employee's hours on Workday, you can access the following report "**View Time Blocks by Position**".

If you have additional questions, please email work.learn@ubc.ca or phone (604) 822 - 8278, from 9AM – 5PM Monday through Friday.