Appointing Your Work Learn Student | Winter 2021

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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 recruitment period (Aug 2-13, 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 enhances equitable opportunity for all students to apply to your position. If you do, please email work.learn@ubc.ca to state this clearly on your posting.

4. If you wish to host a recruitment timeframe that is outside this identified period, please let us know 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 October 8, 2021. Read the Workday (knowledge base) article Direct Hire: Faculty & Staff for information on how to submit a Direct Hire BP.
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 BP in Workday.

2. If you have not completed the Direct Hire BP by Friday October 8, 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 If we do not receive notice of your student appointment details by then, your Work Learn funding offer will be rescinded.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

All appointments are processed on Workday. Please review the following Workday (Knowledge base) Articles (KBA) for appointing Work Learn student employees,

Create Position
Standardized KBA for creating a position in Workday

Direct Hire: Faculty & Staff
NOTE: the instructional text in between part9-10 of Step 3: Enter New Hire Details (For Staff/Student/Faculty) with accompanying ‘Work Learn’ Green bubble in screen cap.

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

Work Learn Details on Workday

- 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.

- You will need to select the appropriate Job Profiles that will route this Direct Hire: Faculty & Staff 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.

- There will be a Job Profile for both the summer and winter sessions, please make sure you select the correct session to avoid your BP being sent back.
  - Example: Student Hourly - Work Learn Daycare Assistant (Winter session)

- 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.
**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.

<table>
<thead>
<tr>
<th>Job Profile (Workday)</th>
<th>PAY_RATE_TYPE (Hourly)</th>
</tr>
</thead>
<tbody>
<tr>
<td>UBCV WorkLearn Int'l (Winter)**</td>
<td>Hourly</td>
</tr>
<tr>
<td>WST Project Worker (Winter)</td>
<td>Hourly</td>
</tr>
<tr>
<td>WST Project Assistant (Winter)</td>
<td>Hourly</td>
</tr>
<tr>
<td>WST Office/Library Worker (Winter)</td>
<td>Hourly</td>
</tr>
<tr>
<td>WST Researcher/Professional (Winter)</td>
<td>Hourly</td>
</tr>
<tr>
<td>WST Daycare Assistant (Winter)</td>
<td>Hourly</td>
</tr>
</tbody>
</table>

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

- Under the **Request Default Compensation** step in this process, be sure to enter in the **hourly wage** associated with the position classification to which your Work Learn position was approved for.

- Please note that ALL Winter appointments should be created using the Winter job profile. When choosing the WL "Winter 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”.

- **Direct Hire: Faculty & Staff** (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.
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}}.

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.

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.

Integrated Service Centre Resources/links:

To access Workday support submit and track a ticket via UBC’s Self-Service Portal https://ubc.service-now.com/selfservice.

Visit the 24/7 online knowledge base https://ubc.service-now.com/selfservice?id=kb_view2&kb_knowledge_base=af5ffe361b8ad4105edd43b4bd4bd4bcb09

For timely updates please visit Workday This Week https://ubc.service-now.com/selfservice?id=kb_article&sysparm_article=KB0017265

ISC Website https://isc.ubc.ca/

Tracking Hours & Pay Periods

Tracking Hours & Pay Periods For instructions on how to submit hours on Workday, please refer (and refer your student employees) to complete the Workday Essentials for Student Workers course.

- 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.
- Student employees working longer than 5 consecutive hours will need to log mealtime in Workday.
- For tracking hours during statutory holidays, please review the British Columbia Employment Standards Act and the UBC HR Student Handbook for information on whether your student will be eligible for statutory holiday pay.
**Payroll**
Work Learn has returned to processing manual reimbursements based on actual hours worked by each student. Work Learn will reimburse departments/units on a quarterly basis (see schedule below). Please read the update for full details.

Work Learn will process the reimbursement directly in Workday. 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.

**Schedule for Re-imbursements:**
- Summer (May to August): Reimbursed September
- Winter (September to April):
  - September to November (Reimbursed December)
  - December to February (Reimbursed March)
  - March to April (Reimbursed May)

**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 FAQ document.