



Work Learn | Summer 2025

Appointing Your Work Learn Student Employee in Workday

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Your Work Learn Funding

Your funding announcement email contains all important information pertaining to your Work Learn position. Accepting your funding is confirmed once you have completed all appropriate Workday Business Processes (BP) related to appointing your student employee into the Work Learn position in Workday.

All Work Learn appointments must have the Hire Business Process (BP) submitted by,

- Tuesday, April 22 (start dates between May 1 - May 8);
- Tuesday, May 6 (start dates between May 9 - May 23);
- Thursday, May 22 (start dates between May 24 - June 8);
- **Monday, June 2: Final Deadline to declare INTENT or submit ALL Summer appointments**

On the BP comment section, you must submit the Work Learn project ID and the student number using the *exact* format, include the two brackets (at start and end), separated by a semicolon:

{{15XXXX; 12345678}}

BPs submitted not following this format will not be processed and sent back

Workday Training: Student Appointments

Please take this Canvas course for any individuals responsible for processing Work Learn student employee appointments - **Training: Workday Student Appointments**. Depending on your security role



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in Workday, to access the enrolment link, users need to run the “My UBC Workday Training” report within Workday.

If you do not have access but wish to access it, please email isc.trainingsupport@ubc.ca.

Creating a Work Learn Position in Workday

Create Position: This process creates the Work Learn position you want to appoint a student employee into, using the job details provided to you in your funding announcement email. Use ‘*Job Profiles*’ to appropriately categorize your Work Learn appointment depending on the **position classification** that was approved for your position.

- In the Job Profile field, select a profile from those available under “**By Job Family > Student (JFG) > Student - Work Learn > ...**”
- **There are summer and winter profiles**, please select the correct job category and the **correct session** to avoid your BP being sent back. **Refer to your funding announcement for the correct profile.**

For domestic undergraduate and ALL graduate (both domestic and international) students:

- Student Hourly - Work Learn Project Worker (Summer Session)
- Student Hourly - Work Learn Project Assistant (Summer Session)
- Student Hourly - Work Learn Office/Library Worker
- Student Hourly - Work Learn Researcher/Professional (Summer Session)
- Student Hourly - Work Learn Daycare Assistant (Summer Session)

For international undergraduate student, regardless of the job category, the job profile must be:

- Student Hourly - Work Learn International (UBCV) (Summer Session)

Default Compensation Change: All Work Learn positions are HOURLY and the job profile should get the default compensation stage for you to be able to select the appropriate step within the job category as per the **Work Learn Position Classification Guide**.

- The opportunity to update your BP with new Summer 2025 wage amounts will be under the following step: Add Job, Change Job or Direct Hire.
 - You can set up the effective date of May 1st and under the Compensation Change step – you will need to X out the Step Wage and reset to the new wage, in order for Total Base Pay to be updated.
- 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**”.

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- **ATTENTION:** For **international undergraduate students**, there is only one profile for all job categories (Student Hourly - Work Learn International (UBCV) (Summer Session)). Be sure to manually insert the correct hourly wage associated with the position classification to which your Work Learn position was approved for.

Re-using Existing Positions: If a department has an existing Work Learn **SUMMER** position (i.e., from WL S24 that they want to reuse, they can reuse it providing that:

- **The job profile on that position matches the employee's job category status** (international or domestic). If it doesn't match, you will need to create a new position.
- **The wage is updated.** The salary grids are all updated in the system, but not on each position, so when processing the hire BP, the department will just need to remember to "x" out the old salary and re-add it (this process is the same for General Wage Increases, etc.).

Hiring a Work Learn 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.
- You may need to use one of the following alternate BPs according to your scenario **KB0016640 - Change Job: Transfer (Staff & Student)** or **KB0016648 - Add Additional Job**.
 - *Please note:* If your student is a current employee and is making a lateral move into a new position, you can complete a **KB0016640 - Change Job: Transfer process**. This is to ensure that the student's continuous service date is not impacted, as it will restart if the student is terminated on Workday.
- In the first comment section of your Hire Employee BP, you must submit the unique Work Learn project ID and the student number of the student employee you wish to hire into the first comments field in this BP, using the exact following format **{{150XXX; 12345678}}**.

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.**”

Integrated Service Centre Resources

To access Workday support, submit and track a ticket via UBC's Self-Service Portal:

[**https://ubc.service-now.com/selfservice**](https://ubc.service-now.com/selfservice)

Visit the 24/7 online knowledge base: [**https://ubc.service-**](https://ubc.service-now.com/selfservice?id=kb_view2&kb_knowledge_base=af5ffe361b8ad4105edd43b4bd4bcb09)

[**now.com/selfservice?id=kb_view2&kb_knowledge_base=af5ffe361b8ad4105edd43b4bd4bcb09**](https://ubc.service-now.com/selfservice?id=kb_view2&kb_knowledge_base=af5ffe361b8ad4105edd43b4bd4bcb09)

For timely updates, please visit Workday This Week:

[**https://ubc.service-**](https://ubc.service-now.com/selfservice?id=kb_article&sysparm_article=KB00172)

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