Vancouver Work Learn Winter2021 | Frequently Asked Questions (FAQs)

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• Are we able to hire a Work Learn student for the Winter 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.

• What do I need to know about having a student working on campus?
Please refer to the new COVID-19 safety plans and Campus Return Plan FAQ, as well as the direction of your faculty/unit/department.

• 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.

• How do I accept the Work Learn funding?
To accept and secure your funding, you will need to submit your Direct Hire BPs in Workday by the deadlines indicated in our Appointing Students Information Sheet and on our Website. FINAL deadline to appoint students is Friday, Oct 8th, 2021.

• What information do I need to provide to my finance/HR/administrator for setting up the student appointment (BP) on Workday?
You must provide them with the Funding Announcement details with the unique Work Learn Project ID. It is important to have students appointed in their positions PRIOR to starting work. Retroactive Work Learn hires are not possible on Workday. Please refer to the W21 Appointing Students on Workday with information on how to Create Position and how to submit a Direct Hire: Faculty & Staff

NOTE: 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. This ID allows Work Learn to verify that the information submitted in this business process is what was approved and to 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.**

FINAL deadline to appoint students is Friday, Oct 8th, 2021. For more information on how to appoint students into a Work Learn position, please visit the Faculty and Staff Work Learn website.
• Can I extend my Work Learn student from the last cycle (S21) over to this new cycle (W21)?
   If you wish to re-appoint your Work Learn student into the new cycle without any break in their work term, this can be done through the ‘Change Job – Extension’ BP. Since WL funds are not warrantied, each cycle you must create a new position with the updated funding information and selecting the appropriate cycle.

• 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.

• 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.

• Can my funding from my Summer 2021 Work Learn position be carried forward into Winter 2021?
   We are unable to carry forward any unused funding from your Summer 2021 Work Learn position into Winter 2021 (Sept – April 2022). As per our Faculty and Staff Work Learn website, the banking of Work Learn hours is not permitted and Work Learn will not pay the subsidy on these hours beyond the current cycle.

• Can my funding for my Winter 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 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.

• When will Work Learn Winter 2021 positions be posted on CareersOnline?
   The posting period for Work Learn Winter 2021 positions is Aug 2-13, 2021. If you require extensions to your posting, please email work.learn@ubc.ca.

• How will interviews for Work Learn Winter 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. 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. We recommend 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”.

• What happens if my Work Learn student is late in submitting their hours in Workday? (i.e. after the pay period or after their position ends)
Please refer to the following article How do I enter time (Hourly Staff)? The banking of Work Learn hours is not permitted and Work Learn will not pay the subsidy on these hours. As an employer, it is your responsibility to ensure the hours reported on your students’ timesheets are accurate and reflect the hours worked in that particular period.

• ISC 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=af5ffe361b8ad4105edd43b4bd4bcb09
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/

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