

Work Learn International Undergraduate Research Awards – 2017/18

Appointing Students - Information for Project Supervisors

All appointments must be submitted as an [ePAF in HRMS](#). Payroll will no longer be accepting paper hardcopy SAFs (student appointment forms). Please contact your [payroll rep](#) should you have any questions about submitting ePAFs in HRMS.

Job Code

- UBCV WrkLearn Int'IURA: **400320**

Funding

- **START DATE / END DATE:** Please ensure that the appointment is for a period of **at least 16 consecutive weeks** and that the dates of employment are accurate as reimbursements may be affected if the student's actual dates of employment are different from what is stated on the ePAF. The latest a student can start working to meet the 16-week minimum requirement is Thursday, May 11, 2017.
- The student is expected to be working full-time hours (35 paid hours/week plus a 1-hour unpaid lunch break).
- **EARNING CODE:** Select "**REG**".
- The reimbursement will be sent to the same account as indicated in this section. Please ensure that the Speedchart, Account, Fund, Dept. ID and Project Grant are indicated correctly in order to facilitate the reimbursement.
- **AMOUNT:** Students must be appointed on a "**Per Period**" basis (check the appropriate box). Please ensure that the **minimum payment is \$6,319.04** (inclusive of 4% vacation pay) for a 16-week period. In addition, supervisors are required to fund benefits (CPP, EI, WCB) amounting to approximately 7.48% of the monthly wage. If the student is appointed for a period of more than 16 weeks, this should be reflected in the total wage with an increase of at least \$394.94/week (inclusive of 4% vacation pay).

Deadline: Friday, April 7, 2017

QUESTIONS? Work Learn Program / UBC Centre for Student Involvement & Careers / work.learn@ubc.ca