Work Learn Program Summer 2016 (May 1–Aug 31)

**Appointing Students - Information for Work Learn Supervisors/Administrators**

**IMPORTANT DEADLINES**

To accept our summer Work Learn funding offer, you must submit an **eForm** (ePAF manual) or **Student Appointment Form** to the Centre for Student Involvement & Careers (1036 Brock Hall – 1874 East Mall, BC V6T 1Z1) by the following deadlines:

<table>
<thead>
<tr>
<th>Appointment forms are due by:</th>
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</thead>
<tbody>
<tr>
<td>Starting work May 1 - 15</td>
<td>Friday, April 8, 2016 @ 4:30pm</td>
</tr>
<tr>
<td>Starting work May 16 - 31</td>
<td>Friday, April 22, 2016 @ 4:30pm</td>
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<tr>
<td>Final Appointment Deadline</td>
<td>Friday, April 29, 2016 @ 4:30pm</td>
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Please note: If we do not receive your appointment form(s) by **April 29, 2016** (regardless of your student’s intended start date) your summer Work Learn funding offer will be canceled. However, you must adhere to the above-noted appointment form deadlines if your student will be starting in May.

The student appointment form must be signed by the Work Learn Program Office, so please send the completed form to us first. **Do not send the form directly to Financial Services.** eForms will automatically be routed to Work Learn approval queue once submitted in the HRMS system.

Please pay special attention to the above deadlines as it is critical that students are appointed in their position prior to starting work. Also note the **Payroll cut-off dates** for submitting timesheets throughout the summer.

**HOW TO COMPLETE THE STUDENT APPOINTMENT FORM**

**Section 1: Personal Information**
- Complete all fields.
- For international students, please attach a copy of the student’s study/work permit.

**Section 2: Details of Employment**
- **ACTION/REASON:** Select “Hire – New Hire”.
- Complete **VP / FACULTY, DEPARTMENT NAME AND CODE** and **WORK LOCATION** as indicated.
- **EMPLOYMENT GROUP:** Select “Non-Union”.
- **JOB TITLE** – Other: Select “Work Learn (JOBCODE)”, refer to funding e-mail for the job code
  - Leave the other 2 “JOB TITLE” boxes blank.
- **Position #: CareersOnline Job ID**
- **FULL/PART TIME:** Part Time
- **CAREER PLACEMENT PROJECT#** : **150XXX** (6-digit number starting with ‘150’ – refer to funding e-mail)
- **CAREER PLACEMENT/WORKSDY – MAX HOURS:** The **max hours listed in the funding email**
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**Section 3: Funding**
- **START DATE / END DATE:** Please ensure that the appointment is between May 1, 2015 to August 31, 2015
- **EARNING CODE:** Select “REG”.
- Please ensure that the SPEED CHART, ACCOUNT, FUND, DEPT ID, and PROJECT GRANT are filled out correctly.
- **AMOUNT:** The wage is listed in your funding email. Please carry the wage to the TOTALS row as well. Students must be appointed on an “Hourly” basis (check the appropriate box).

**Section 4: Signatures**
- Ensure that the appropriate persons sign the form. As mentioned, the appointment form has to be signed by the Work Learn Program Office as well, so please forward completed appointment forms to the CSI&C Office, **NOT** Financial Services.
- Check off ‘Work Study’ box
- Include a contact person and phone number

**Please notify our office if you wish to terminate an appointment and/or if there are any changes you’d like to make to the original form (eg. changes to max hours or account information).**

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