



Work Learn | Winter 2022

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,

- August 18 (start dates between September 1 – 15);
- September 1 (start dates between September 16 – 30);
- September 15 (start dates between October 1 – 15);
- September 29 (start dates between October 16 – 30);
- **October 6: Final Deadline to submit ALL Winter 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:

{{22XXXX;12345678}}

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

Workday Training: Student Appointments

[Training: Workday Student Appointments](#). Please take this Canvas course for any individuals responsible for processing Work Learn student employee appointments. Depending your security role 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 correct profile.**

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

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

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

- Student Hourly - Work Learn International (UBCV) (Winter 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 [WL Position Classification](#).

- 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](#)”.
- **ATTENTION:** For **international undergraduate** students, there is only one profile for all job categories, be sure to **manually insert the correct hourly wage** associated with the position classification to which your WL position was approved for.

Re-using existing positions. If a department has an existing Work Learn **WINTER** position (i.e. from WL W21) that they want to reuse they can reuse it providing that:

- **the job profile on that position matches the employee's 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 need to remember to “x” out the old salary and re-add it. (This process is the same for GWIs 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:

- [KB0017187 - Direct Hire: Faculty & Staff](#) This assumes the student has no other active or pending appointments. First confirm with the student if they another active or previous appointments at UBC. 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.
- 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](#)
- 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 {{22XXXX; 12345678}}.

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>.

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/>