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Accepting Funds & Hiring

- **How do I accept the Work Learn funding?**
  Ensure you review the document [Work Learn Winter 2022 Terms and Conditions](#) for a comprehensive guideline for accepting the Work Learn subsidy for your position(s).

To accept and secure your funding, you will need to submit your Hire Business Process (BP) in Workday by the deadlines indicated in our [Appointing Your Work Learn Student Employee in Workday](#) and on the [Work Learn Website](#). For Winter 2022, the FINAL deadline to appoint students (or declare intent of hire on a later date) is October 6, 2022.

- **What information do I need to provide to departmental finance/Human Resources administrator for setting up the student employee appointment (Hire Business Process) on Workday?**
  You must provide them with the student ID of your student employee and a copy of the Funding Announcement details with the unique Work Learn Project ID, wages, workday profile. It is important to have students appointed in their positions PRIOR to starting work to confirm student eligibility.

  **IMPORTANT:** Your administrator must submit project ID and student number using the exact following format: ```{{22XXXX; 12345678}}``` in the comments section. This must include the two brackets (start and end), separated by a semicolon, to avoid your BP being sent back. This ID allows Work Learn to verify that the information submitted in this business process is what was approved and to confirm student eligibility.

- **Can I extend my Work Learn student employee from the last cycle (Summer 2022) to this new cycle (Winter 2022)?**
  All Work Learn Summer appointments end August 31, 2022. Since Work Learn funds are not guaranteed, you must create a new position for each cycle (or re-use an older position within the same cycle (ie Winter 2022) with the updated funding information and selecting the appropriate cycle. If you wish to re-appoint your Work Learn student into the new cycle W22 without any break in their work term, this can be done through the ‘Change Job – Extension’ BP.

- **Can my funding from my Summer 2022 Work Learn position be carried forward into Winter 2022?**
  We are unable to carry forward any unused funding from your Summer 2022 Work Learn position into Winter 2022 (September 2022 – April 2023). As per our [Faculty and Staff Work Learn website](#), the banking of Work Learn hours is not permitted and Work Learn will not reimburse the subsidy on hours submitted beyond the current cycle and/or maximum hours approved for each position.

- **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.
• **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.

• **Can my funding for my Winter 2022 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 notify [work.learn@ubc.ca](mailto:work.learn@ubc.ca) as early as possible before submitting the student appointments on Workday.

### Position Adjustments

- **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. If you wish to re-classify your position to a higher-paid job category, please email [work.learn@ubc.ca](mailto:work.learn@ubc.ca)

- **Can I pay my Work Learn student employee a higher wage than what was approved?**
  Yes, you can increase the wage rate within the steps of the corresponding job category as per the Work Learn [position classification guide](#) of your approved position. If you wish to re-classify your position to a higher-paid job category, please email [work.learn@ubc.ca](mailto:work.learn@ubc.ca). Please note that you cannot pay students a lower wage than advertised on the job posting.

- **My student employee is ending their job early, and I would like to hire a new student employee in their place. How should I do this?**
  If a student employee resigns, you can hire a replacement. On Workday, process a Termination Business Process or End Additional Job Business Process for the student employee’s job, but do not close the position. When hiring the replacement student employee, use the same position number to complete the hire. You must email [work.learn@ubc.ca](mailto:work.learn@ubc.ca) to inform them of the termination BP and indicate if you will be hiring a replacement or to decline the funds.

- **What happens if I submit my student employee appointment under the incorrect Job Profile?**
  Selecting the correct Job Profile ensures that the Hire Business Process is routed to Work Learn. If the incorrect Job Profile is selected, your student appointment will not be confirmed in Work Learn’s records and thus, they would not be set up to receive reimbursement of the subsidy for hours worked. Please be sure to submit your student employee appointments on Workday under the correct Job Profile to ensure you receive the reimbursement.

- **I appointed the student on Workday but the student resigned prior to start date, what can I do?**
  You will need to submit a ticket at [ISC](#). The ISC can cancel and rescind the entire process at any point. To avoid any delays please ensure you inform our office at [work.learn@ubc.ca](mailto:work.learn@ubc.ca) if a BP is rescinded.
COVID-19 & Remote Work

- Are UBC student employees eligible to conduct work for their Work Learn position remotely? Work Learn students are considered a UBC employee, thus to assess if their position is conducive to remote work please refer to UBC Human Remote Work Guidelines. If you have any questions, please contact your HR Department or Administrator.

- 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.

Recruiting Work Learn Student Employees

- When will Work Learn Winter 2022 positions be posted on CareersOnline? The posting period for Work Learn Winter 2022 positions is August 1–14, 2022. If you wish to extend your posting or host a recruitment timeframe that is outside this identified period, email your CareersOnline Job ID and preferred recruitment dates to work.learn@ubc.ca

- How will interviews for Work Learn Winter 2022 take place? With the return to campus plan, we have been advising students applying for positions to confirm whether the interview will be conducted in-person or virtually and if appropriate, what technology will be used and test their connectivity, prior to the interview. Please ensure you highlight the method you will be using to conduct your selection process when inviting the student for an interview.

We encourage you to reference the Work Learn Resources for Supervisors in which 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.

Payroll & Tracking Hours

- How do I track the hours worked by my Work Learn student employee 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”.

- When will my student employee get paid? Work Learn student employees are hourly employees and will be paid in accordance to the UBC Finance Pay Schedule. Please refer to the UBC Human Resources Student Employee Handbook for more information or contact your HR advisor.

Each pay period, supervisors (or appropriate designate) are accountable for approving their student employee’s hours by the deadlines established by UBC Payroll to ensure their student employees are paid in a timely manner. A reminder that the banking of WorkLearn hours is not permitted.

- What happens if my Work Learn student employee 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)?](https://www.ubc.ca/careers/employee/timesheets) As an employer, it is your responsibility to ensure the hours reported on your student employee's timesheets are accurate and reflect the hours worked in that particular period. The banking of Work Learn hours is not permitted and Work Learn will not reimburse the subsidy on these hours.

**When will Work Learn reimburse the subsidy?**
The reimbursement process is described in the Work Learn Terms and Conditions as outlined in your Work Learn funding announcement email. Reimbursement for the Winter 2022 session are paid quarterly in December 2022, March 2023, and June 2023. Supervisors must approve all hours for Winter 2022 by May 5, 2023. Hours approved after this deadline, will NOT be eligible for reimbursement.

**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 9 AM – 4:30 PM Monday through Friday.