



Work Learn International Undergraduate Research Awards 2021 - 2022 Appointing Students (via Workday) – Information for Faculty Supervisors (Faculty of Arts)

Below are some important pieces of information pertaining to hiring a student via Workday. Note that this information is specific to hiring a Work Learn International Undergraduate Research Awards (WLIURA) student for the **Summer 2021** term.

The deadline to submit your Hire BP for the Summer 2021 term is **May 14, 2021**.

Hiring a Student

1. **Create Position Business Process (Workday):** Once you have selected your ideal candidate for the WLIURA position, you will need to complete the 'Create Position' business process (BP) in Workday. This process creates the WLIURA position you want to appoint the student into.

There are a few important things specific to your WLIURA appointment in this BP:

- Under "Job Posting Title", please use the following naming convention to indicate that the WLIURA position is for the Summer 2021 term: (i.e. "S21 WLIURA – YOUR POSITION TITLE")
- Select the appropriate Job Profile for your WLURA appointment (Student (JFG) > Student – Work Learn > **Student Salaried – Work Learn International URA (UBCV Full Time)**)
- Additional information:
 - Time Type: "Full time"
 - Worker Sub-Type: "Term (Fixed Term)"
- The WL IURA program subsidy for faculty supervisors in the Faculty of Arts is **\$8,000**, an additional \$2,000 from the regular program subsidy amount of \$6,000.
- Students who are hired under an Arts faculty member should be paid a minimum salary of **\$10,506.50** inclusive of 4% vacation pay for a 16 consecutive-week-award duration. Note that the minimum faculty top-up amount is **\$2,506.50**. Supervisors who wish to provide a higher top-up can do so on their own accord.
 - Students should be paid at least **\$18.04/hour** through the Work Learn International Undergraduate Research Awards program.



- If the student is appointed for a period of more than 16 weeks, this should be reflected in the student's wage with an increase of at least \$131.33 per additional day (inclusive of 4% vacation pay) or \$656.66/week (inclusive of 4% vacation pay).
 - You will need to convert the per-period salary to a monthly rate on Workday:
<http://payrollintranet.ubc.ca/calculators/perperiodcalculator.htm>
 - For example, the monthly salary from May 3 - August 20, 2021 is **\$2833.21** per month. The monthly salary varies depending on the start and end date of employment, and it's determined by using the salary calculator:
<http://payrollintranet.ubc.ca/calculators/perperiodcalculator.htm>.
 - Any questions regarding wage calculations can be directed to the general inbox at worklearn.iura@ubc.ca.
- Expand "Additional Details", please include the end date of the WLIURA appointment.
 - Please ensure that the appointment is for a period **of at least 16 consecutive weeks** and that the dates of employment are accurate.
 - The latest date a student can start working to meet the 16-week minimum requirement is:
 - Summer 2021 (May - August): **May 12, 2021**
 - For information on how to create a position in Workday, please review the following [training resources](#) developed by the Integrated Renewal Program (IRP) team. You can also contact the [IRP Help Desk](#) or call IRP directly at 604-822-8200.
2. **Direct Hire Business Process (Workday):** Once your position has been approved in Workday via the 'Create Position' BP, and you have selected the student you wish to hire into your WLIURA position, you will need to complete the 'Direct Hire' BP in Workday.

There are a few important things specific to your WLIURA appointment in this BP:

- Select the arrow to expand the 'Additional Information' section.
- Update the position Job Title to "S21 WLIURA - YOUR POSITION TITLE"
- Update the "Default Weekly Hours" to 35.
 - Note: The student is expected to be working full-time hours (35 paid hours/week plus a 1-hour/day unpaid lunch break).



- Under “Additional Job Classification”, you will need to identify the student’s degree level (Departmental Use > “Bachelor Student – International”) and complete the end date of the appointment.
- **You must also submit the unique WLIURA project ID, the student number of the student you wish to hire and student’s residence in Canada this Summer (specifically the province they will reside in) into the first comments field in this BP, using the following format {{111XXX; 12345678; BC}}.** This ID allows our office to verify that the information submitted in this BP is what was approved and to confirm student eligibility.
- **Due to our Security Access on Workday, please make sure to attach the student’s Study/Work Visa so we can track for their permit expiration date.**
- Please see below screenshots of this step in the process within Workday.



← Hire Employee

WLIURA Student Test Actions
Department of EUT UBCV 783 (EUT Manager A UBCV 783) Actions

Hire Date * 2021-05-03

Reason * × Hire Employee > New Hire

Job Details



Under "Job Details", find the position of interest (fields in this section will auto-populate)

Position * P0000XXXXX WLIURA S21 - Position Title

Employee Type * × Term (Fixed Term)

Job Profile * × Student Salaried - Work Learn International URA (UBCV Full Time)

Time Type * × Full time

Location * × UBC Vancouver Campus ...

Work Space

Pay Rate Type × Salary ...

Additional Information

Select the arrow to expand the "Additional Information" section and add in hours per week, start date/end date, etc.



Additional Information

Job Title	<input type="text" value="S21 WLIURA - YOUR POSITION TITLE"/>	
Business Title	<input type="text" value="S21 WLIURA - YOUR POSITION TITLE"/>	
Location Weekly Hours	40	
Default Weekly Hours	<input type="text" value="35"/>	Under "Default Weekly Hours", adjust hours to 35
Scheduled Weekly Hours	<input type="text" value="35"/>	
FTE	100%	
Job Category	Student Employee	
Job Classifications	35.0 - DEFAULT HOURS 35 Weekly (Central HR Use Only-Canada) 40.0 - DEFAULT HOURS 40 Weekly (Central HR Use Only-Canada) 86 - TIER Other Students (Central HR Use Only-Canada) OTH - CLUSTER Other (Central HR Use Only-Canada) TRI - Tri-Agency Student Job (Central HR Use Only-Canada)	
Additional Job Classifications	<input type="text" value="x Bachelor Student - International - (Departmental Use-Canada)"/>	Under "Additional Job Classification", select "Bachelor Student - International"
First Day of Work	<input type="text" value="2021-05-03"/>	
Continuous Service Date	<input type="text" value="2021-05-03"/>	
End Employment Date	* <input type="text" value="2021-08-20"/>	Please ensure the length of the appointment is a min. of 16 consecutive weeks in duration
	<input type="text" value="{{11XXXX; 12345678}}"/>	Under comments, please use the following format: {{11XXXX; 12345678}}

Attachments

Drop files here

Submit Save for Later Cancel

If any information does not match what you received funding for, the student is not eligible to hold a WLIURA appointment as per the [student eligibility](#), or any other changes need to be made, our office will 'send back' this BP to the owner for review and resubmission.

If you have additional comments you would like to enter into this BP, please enter them into the other comments fields within this BP.



- For information on how to Direct Hire or Change Job on Workday, please review the following [training resources](#) developed by the Integrated Renewal Program (IRP) team. You can also contact the [IRP Help Desk](#) or call IRP directly at 604-822-8200.

Award Reimbursement

- We recommend **only one Worktag (Grant/Cost Centre/Program etc.)** is used to pay the student's salary for ease of your reimbursement.

Questions?

- If you have any questions about the Work Learn International Undergraduate Research Awards student appointment process, please contact Workplace Learning staff, Centre for Student Involvement and Careers at worklearn.iura@ubc.ca.
- If you have specific questions about Workday, please contact the [UBC IRP](#) team for further support.