THE UNIVERSITY OF BRITISH COLUMBIA
UBC Career Centre

Work Learn International Undergraduate Research Awards 2024 - 2025 Appointing Students (via Workday) – Information for Faculty Supervisors

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 2024** term.

The deadline to submit your Hire BP for the Summer 2024 term is **May 10, 2024.**

Creating a WL IURA Position in Workday

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:
   o Under "Job Posting Title", please use the following naming convention to indicate that the WLIURA position is for the Summer 2024 term: (i.e. "S24 WLIURA – YOUR POSITION TITLE")

   o Select the appropriate Job Profile for your WLURA appointment (By Job Family > Student (JFG) > Student – Work Learn > **Student Salaried – Work Learn International URA (UBCV Full Time)**)

   o Additional information:

      ▪ Time Type: "Full time"

      ▪ Worker Sub-Type: "Term (Fixed Term)"

   o Under "Default Compensation Change", update the **monthly** salary amount while ensuring minimum wage requirements and statutory pay (if eligible) are met. Note: On June 1, 2024, BC minimum wage will increase from $16.75/hour to $17.40/hour.
      ▪ You will need to convert the per-period salary to a monthly rate on Workday:
        http://payrollintranet.ubc.ca/calculators/perperiodcalculator.htm
      ▪ **Summer 2024 (May – August) Term:**
         ▪ From April 29 – May 31, the student has to be paid a minimum of $16.75/hour or $609.70/week (inclusive of 4% vacation pay).
         ▪ From June 1st onwards, the student has to be paid a minimum of $17.40/hour or $633.36/week (inclusive of 4% vacation pay).

Last Updated: March 4, 2024

- For example, if the student is doing a 16-week work-term from May 1 – Aug 20, 2024, the monthly rate will be $2,723.32. The monthly salary may vary depending on the start and end date of employment, and it's determined by using the salary calculator. Below is a screenshot of the salary calculator:

Salary Calculator
(per-period to monthly)

Start Date: Wed May 01 2024

End Date: Tue Aug 20 2024

Per Period Salary: 9902.98

Calculate   Reset

monthly salary: 2723.32

- 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 $126.67 per additional day or $633.36/week.
- For reference, please see the table below for the minimum per period and monthly rate based on the student's start and end dates:

Term	Start Date	End Date	Total Number of Work Days	Total (incl. 4% vacation)	Monthly Salary Rate
Summer	April 29, 2024	August 16, 2024	80	$9,893.52	$2,720.72
Summer	April 30, 2024	August 19, 2024	80	$9,898.25	$2,722.02
Summer	May 1, 2024	August 20, 2024	80	$9,902.98	$2,723.32
Summer	May 2, 2024	August 21, 2024	80	$9,907.72	$2,724.62
Summer	May 3, 2024	August 22, 2024	80	$9,912.45	$2,725.92
Summer	May 6, 2024	August 23, 2024	80	$9,917.18	$2,727.22
Summer	May 7, 2024	August 26, 2024	80	$9,921.91	$2,728.53
Summer	May 8, 2024	August 27, 2024	80	$9,926.64	$2,729.83
Summer	May 9, 2024	August 28, 2024	80	$9,931.38	$2,731.13
Summer	May 10, 2024	August 29, 2024	80	$9,936.11	$2,732.43
Summer	May 13, 2024	August 30, 2024	80	$9,940.84	$2,733.73

- In addition, supervisors are required to fund benefits (CPP, EI, WCB) amounting to approximately 7.48% of the monthly wage.

- Any questions regarding minimum wage calculations can be directed to the general inbox at worklearn.iura@ubc.ca.

o 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 2024 (May – August): **May 13, 2024**

o 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:
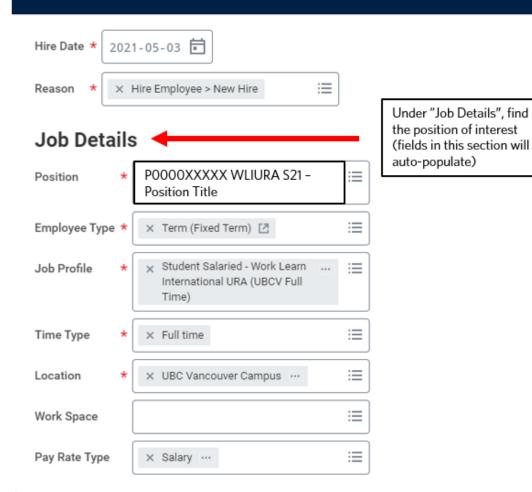   o Select the arrow to expand the 'Additional Information' section.

   o Update the position Job Title to "S24 WLIURA – YOUR POSITION TITLE"

   o 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).

   o 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.

   o **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) and the per period salary into the first comments field in this BP, using the following format** {Project ID; Student #; Canadian Province; Per-period salary}.

- For example, for project ID 124000, student number 12345678, student residing in BC and paid $9,902.98 for the award term, you will enter **{124000; 12345678; BC; $9,902.98}**.

- This ID allows our office to verify that the information submitted in this BP is what was approved and to confirm student eligibility.

- We'll send back the BP if this is not provided.

o **Due to limitations to our Security Access on Workday, we require administrators to make sure that students have valid visas to be eligible to work in Canada for the duration of the work term. If a student is graduating in May 2024, please ensure they have applied for PGWP, or if they have enrolled in Graduate School, to have a valid offer letter.**

o Additionally, supervisors will need to ensure that your international student(s) must maintain their **minimum eligibility requirements** in order to maintain their employment as per the [full time for immigration purposes](). Full-time status is the minimum requirement to work on or off campus, among [other requirements]().

o Specifically, undergraduate international students are considered full-time for immigration purposes if they are registered in **9 or more credits per term** with the following exceptions:

  - When they are in their final academic term, registration in any number of credits is considered full-time.
  - They have **Academic Accommodation approved by the Centre for Accessibility (CFA).** In this situation, they are considered **full-time with 6 credits.**

o If your student is unable to work full-time and does not meet any of the above exceptions, please have them connect with an [International Student Advisor]() to determine their eligibility to work.

o **Note:** For early-termination of awards or shortened award terms, the program requires that the minimum total per period pay cannot be lower than the Work Learn International Undergraduate Research Award funding of $6,000.

o 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 ⋯

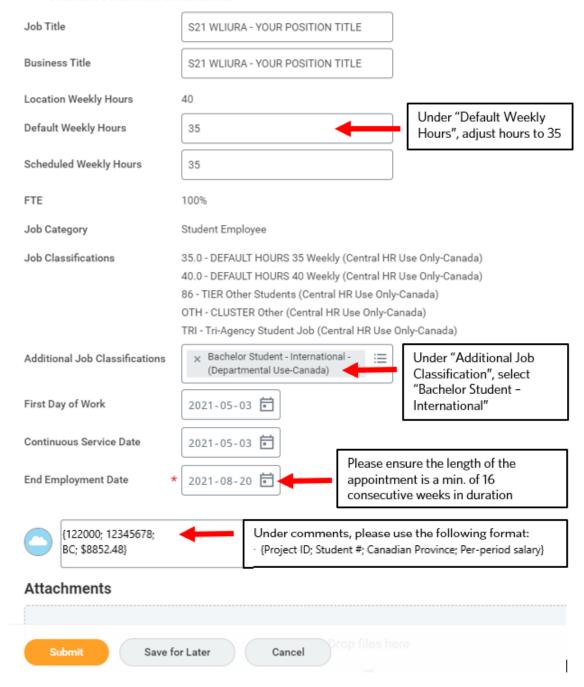**Work Space**

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	S21 WLIURA - YOUR POSITION TITLE
Business Title	S21 WLIURA - YOUR POSITION TITLE
Location Weekly Hours	40
Default Weekly Hours	35
Scheduled Weekly Hours	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	✕ Bachelor Student - International - (Departmental Use-Canada) ☰
First Day of Work	2021-05-03 📅
Continuous Service Date	2021-05-03 📅
End Employment Date	* 2021-08-20 📅

Under "Default Weekly Hours", adjust hours to 35

Under "Additional Job Classification", select "Bachelor Student – International"

Please ensure the length of the appointment is a min. of 16 consecutive weeks in duration

☁ {122000; 12345678; BC; $8852.48}

Under comments, please use the following format:
· {Project ID; Student #; Canadian Province; Per-period salary}

Attachments

Drop files here

[Submit] [Save for Later] [Cancel]

Hiring a 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:

- o KB0018940 - Direct Hire: Student The new student hiring process is designed to

streamline hiring for current students. To start the hiring process, you will **search for the student's record directly in Workday using their Student ID number**.

- *Please note:* When hiring for any position, hiring managers will need to check if their candidate has a student record in Workday to prevent creating duplicate records.

Direct Hire Changes

[KB0017265 – New Process to Hire Students](#): When hiring any candidate into any type of position (staff, student, or faculty), the person initiating the hire must review the candidate's application and work/education history to determine if they may have a student record in Workday. If there is *any* chance the candidate has a student record, it is **critical** that the person initiating the hire search for this record in order to prevent creating a duplicate identity.

When to Use Which Workday Process:
- When hiring a **current UBC student** (someone enrolled in the current [academic session](#)), use the new **Hire Student process** to hire directly from a student record.
- When hiring a **former UBC student** (someone enrolled in a previous [academic session](#)), use the **Hire Employee process** and use the candidate's student number to match to their student record.
- When hiring a former UBC student who is also a **former UBC employee**, hire using **Hire Employee** and the **candidate's Employee ID number**.
- When hiring a current or former UBC student who is also a **current UBC employee**, use "**Add Job**."

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.

- o 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 accept **only one Worktag (Grant/Cost Centre/Program etc.)** to be 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.