Are we able to hire a Work Learn student for the Winter 2020 session?  
Yes, however, for any new recruitment process please ensure that you check with your departmental/administrative unit head to confirm that you can proceed with this hire. Work Learn will process appointments that have been approved by departmental/administrative unit heads and are conducive to remote work, or that have received approval for on-site work.

Can my Work Learn student start before September 8, 2020 (first day of classes at UBC)?  
Yes, if your Work Learn role will begin prior to September 8, you will need to submit your ePAF by August 21, per UBC Payroll’s deadlines for hourly appointments.

Are UBC students eligible to conduct work for their Work Learn position remotely?  
Yes, if the position is conducive to remote work. However, to maintain appropriate work safety coverage and information privacy, employees are required to work within Canada. Work Learn students are permitted to work remotely, in Canada, from a province or territory outside of BC. Those students who will be working remotely outside of BC must be registered as a worker in the province or territory where the work will take place. To do so, your HR Advisor/Department should alert UBC’s WSBC Claims Associate Aidan Gregory by email at aidan.gregory@ubc.ca. If students are residing outside of Canada, they will not generally be eligible to work remotely. Please contact your HR Advisor/Associate in these circumstances.

What information do I need to provide to my finance/HR/administrator for setting up the student appointment (ePAF)?  
In order to appoint a student into your Work Learn position you must submit an ePAF to the Work Learn Program Office. It is important to have students appointed in their positions prior to starting work. Please refer to UBC Payroll’s Appointment Notice Cut-off Schedule. Due student eligibility for remote work, please attach the student’s Personal Data Form to the appointment. Please do not send this Personal Data Form via email.

For more information on how to appoint students into a Work Learn position, please visit the Faculty and Staff Work Learn website.

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. Remote work responsibilities can be converted to on-campus projects, should your department be approved to re-occupy and resume operations.

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.

- **The duties associated with our Work Learn position are not feasible for remote work. What should I do?**
  You can delay hiring a student employee for your Winter 2020 Work Learn position. In order to accommodate the evolving circumstances of our response to COVID-19, Work Learn is offering rolling posting timelines for students to apply for positions on CareersOnline, from August 4 through to September 30, 2020. Please inform Work Learn (work.learn@ubc.ca) regarding your plans, including requests to delay posting, by September 30, 2020.

- **Can my funding from my Summer 2020 Work Learn position be carried forward into Winter 2020?**
  If you would like to carry forward any unused funding you received from your Summer 2020 Work Learn position into Winter 2020 (September 2020 – April 2021), please email work.learn@ubc.ca. Please note that hourly maximums for Work Learn positions in Winter are 10 hrs/week (over 8 months), whereas Summer session positions are 20 hrs/week (over 4 months).

- **Can my funding for my Winter 2020 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 a project that is not conducive to remote work to a project that is, however, this would be a new recruitment process and you will need to consult with your departmental/administrative unit head for approval.

- **Can my funding for my Summer 2020 Work Learn position be extended into Winter 2020 due to reduced number of hours during the summer months because of COVID-19?**
  If you would like to carry forward the funding you received for your Summer 2020 Work Learn position into Winter 2020 (September 2020-April 2021), please email work.learn@ubc.ca. Please note that hourly maximums for Work Learn positions in Summer are 20 hrs/week (over 4 months), whereas Winter session positions are 10 hrs/week (over 8 months).

- **Can my funding for my Winter 2020 Work Learn position be carried forward into Summer 2021?**
  Unfortunately, as Summer 2021 Work Learn positions are funded from a new fiscal budget, we are not able to approve any carryforward requests that extend into Summer 2021. We will make a note of your request in our files and will be in touch should carryforward possibilities for funding in Summer 2021 become available.

- **When will Work Learn Winter 2020 positions be posted on CareersOnline?**
  The posting period for Work Learn Winter 2020 positions is August 4 through September 30, 2020. If you require extensions to your posting, please email work.learn@ubc.ca.
**How will interviews for Work Learn Summer 2020 take place?**

Work Learn is encouraging supervisors to conduct remote interviews by leveraging digital technology such as Skype for Business, Zoom, or other platforms to conduct your selection processes. We encourage you to reference the Work Learn Resources for Supervisors during these challenging times. 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. We have been advising students applying for positions to confirm what technology will be used and test their connectivity, prior to the interview.

**What are the processes for submitting timesheets, during this period of remote work?**

UBC Payroll has implemented a temporary set of guidelines to support the digital submission of hourly payroll. Please contact your HR Advisor or your Payroll Representative if you have questions about how this will be administered for your department.

If you have additional questions, please email work.learn@ubc.ca or phone 604-822-4011, from 9AM – 5PM Monday through Friday or access our virtual office hours listed on our website.