



## Vancouver Work Learn Winter 2020 | Workday Transition - Frequently Asked Questions (FAQs)

- How do I enter my Work Learn appointment into Workday?

The first step is to use the 'Create Position' business process (BP) in Workday. This process creates the Work Learn position you want to appoint a student into using the job details provided to you in your funding announcement email, you will use the Create Position BP.

There are a few important things specific to Work Learn in this BP:

- You will need to select the **appropriate Job Profiles** that will route this Direct Hire BP to Work Learn Coordinators for approval in Workday (Student (JFG)>Student - Work Learn) and then select the position classification to which your Work Learn position was approved for.  
**Note:** If your Work Learn student is an international UNDERGRADUATE ("ISI") student, please be sure to use the 'Student Hourly - Work Learn International (UBCV)' Job Profile.
- Under the 'Request Default Compensation' step in this process, be sure to enter in the hourly wage associated with the position classification to which your Work Learn position was approved for.

For information on how to Create a Position in Workday, please review the following resources developed by the IRP team: [HR101-01 Create Position](#) and [HR101-02 Create Position \(Review/Approve\)](#).

- I have selected the student I wish to hire into my Work Learn appointment, now what?

Once your position has been approved in Workday, and you have identified the student you would like to appoint into your Work Learn position, you will use the 'Direct Hire' BP to do this. This process places the student you wish to hire into the Work Learn position you have created using the details provided in your funding announcement email.

There are a few important things specific to Work Learn in this BP:

- Select the arrow to expand the 'Additional Information' section. Update the position Job Title to "W20 WL - YOUR POSITION JOB TITLE" and update the 'Default Weekly Hours' to 10 (Winter Cycle) and 20 (Summer Cycle). You will also need to select an 'Additional Job Classification' to identify students' degree level.



- o In the first comments section in this BP, you must also submit the unique Work Learn project ID and the student number of the student you wish to hire into the first comments field in this BP, using the following format **{{200XXX; 12345678}}**. This ID allows Work Learn to verify that the information submitted in this BP is what was approved for funding and confirm student eligibility.
- o Please see below for screenshots of this step in the process within Workday.

**Hire Employee**  
Work Learn Student (Actions)  
Department of EUT UBCV 783 (EUT Manager A UBCV 783) (Actions)

Hire Date \* 2020-09-01

Reason \* Hire Employee > New Hire

**Job Details**

Position \* P000067390 W20 WL - Position Title-1

Employee Type \* Term (Fixed Term)

Job Profile \* Student Hourly - Work Learn Project Assistant

Time Type \* Part time

Location \* UBC Vancouver Campus

Work Space

Pay Rate Type \* Hourly

**Additional Information**

Job Title W20 WL - Position Title

Business Title W20 WL - Position Title

Location Weekly Hours 40

Default Weekly Hours 10

Scheduled Weekly Hours 10

FTE 100%

Job Category Student Employee

Job Classifications 10.0 - DEFAULT HOURS 10 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

First Day of Work 2020-09-01

Continuous Service Date 2020-09-01

End Employment Date \* 2021-04-30

Comments: {{200XXX; 12345678}}

Attachments: Drop files here

Submit Save for Later Cancel

**Annotations:**

- Under "Job Details", find the position of interest (fields in this section will auto-populate)
- Under "Default Weekly Hours", adjust hours to 10 (Winter cycle) and 20 (Summer cycle)
- Under "Additional Job Classification", select the student's degree level
- Last day of Winter Cycle: April 30  
Last day of Summer cycle: August 31
- Under comments, please use the following format: **{{200XXX; 12345678}}**
- Select the arrow to expand the "Additional Information" section and add in hours per week, start date/end date, etc.)

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

For information on how to Direct Hire or Change Job on Workday, please review the following resources developed by the IRP team: [HR103-02 Hire: Direct Hire](#), [HR103-06 Hire: Direct Hire \(Review/Approve\)](#), [Change Job - Extension BP](#), and [Change Job - Transfer/Promotion BP](#).



- **Can I extend my Work Learn student from the last cycle over to this new cycle?**  
Yes. If you are wanting to simply re-appoint your Work Learn student into the exact same position just in a new cycle without any break in their work term, this can be done through the 'Change Job - Extension' BP.
- **What if my Work Learn student has multiple jobs at UBC?**  
You will then use the 'Add Job' BP to appoint your student into your Work Learn appointment.
- **I don't see Job Codes in Workday, how do I categorize my Work Learn appointment?**  
In Workday, you will use 'Job Profiles' to appropriately categorize your Work Learn appointment depending on the position classification that was approved for your position OR if the student hired into that position is an international undergraduate student.

JOB CODE (HRMS)	Job_Profile (Workday)	PAY_RATE_TYPE (Hourly)
400310	UBCV WorkLearn Int'l*	Hourly
400311	WST Project Worker	Hourly
400312	WST Project Assistant	Hourly
400313	WST Office/Library Worker	Hourly
400315	WST Researcher/Professional	Hourly
400317	WST Daycare Assistant	Hourly

\*UBCV WorkLearn Int'l: Only appoint *international undergraduate students* under this Job Profile.

- **I notice that there is no place to enter in the maximum hours for my Work Learn appointment?**  
The maximum hours that your Work Learn position was approved for are sent to Payroll once your Direct Hire BP has been completed and approved.  
**Note:** If you want to make any changes to the maximum hours for your Work Learn positions, you will need to inform our office BEFORE you complete the Direct Hire BP.
- **What are the deadlines for submitting my Work Learn appointment?**  
Direct Hire BPs are not routed to Payroll anymore for approval of hiring employees; however in order for approvals to be made in time for pay period cut-offs, appointments



would need to be approved by the **8th or 9th of each month** to make the 15th payday and **23rd or 24th of each month** to make the end of the month payday.

- **How will my department be reimbursed?**  
The Work Learn portion of the wage will no longer be reimbursed quarterly, but will be automatically contributed each payday. The Job Profiles associated with Work Learn student appointments as listed above, have been configured to split the earnings to automatically apply the \$8/hr subsidy from Work Learn's cost centre up to the set maximum number of funded hours approved for each position.
- **What if the hours worked by my Work Learn student exceed the maximum number of funded hours I received approval for?** Once the approved maximum funded hours for your Work Learn appointment has been reached, the Work Learn cost centre is no longer charged for subsequent hours. **It will be up to departments to ensure they do not exceed the maximum number of funded hours. Should this happen, departments will need to cover the full wages for hours worked by the Work Learn student employee.**

Additional resources that may help you navigate your Workday transition:

- Preparing for "Go Live": <https://irp.ubc.ca/resources/preparing>
- Workday training modules: <https://irp.ubc.ca/training>
- Finance Translation Tool: <https://finance.ubc.ca/preparing-workday/private/peoplesoft-chartfield-workday-fdm-worktags>
- Finance Workday Preparation: <https://finance.ubc.ca/preparing-workday>