

# Work Learn

May 3, 2021

## FOR SUMMER WORK LEARN SUPERVISORS

Dear Campus Supervisors,

We are writing to inform you of some important changes to the automated payment of wage subsidies for the UBC-Vancouver Work Learn program. **As of today, May 3rd, 2021, we will be turning off the automated payment in Workday for the \$8/hr subsidy for all Work Learn positions.**

### Why are we making this change?

Over the past 5 months, a number of issues have emerged which are now impacting our ability to efficiently and accurately process student appointments, maintain the integrity of all Work Learn data, and ensure students are appointed into the correct positions in Workday and thus, receive accurate and timely pay/reimbursement for the hours worked, up to the maximum hours that have been funded for your position(s).

### How will this impact you?

Instead of using an automated Workday process for Work Learn payments, we will return to processing manual reimbursements based on hours each student works. We will reimburse units using the same timing as used previously, on a quarterly basis.

In Workday, you will see this reimbursement reflected in the "Salaries | Student Work Learn Subsidy" ledger account in the ledger of the Worktag used to pay the Work Learn student.

We don't anticipate this will cause significant problems for you and we are committed to ensuring our programs can accurately and efficiently get students into jobs and be paid correctly and on time. If you have questions about this please direct them to [work.learn@ubc.ca](mailto:work.learn@ubc.ca).

Please share this information with any administrators or finance staff in your department/unit who support any of the processes involved in appointing or hiring Work Learn students or processing financial transactions for these appointments. .

If you need any additional support in appointing a student please refer to the [Appointing a Student in Workday Guide](#).

Many thanks,

The Work Learn Team

[work.learn@ubc.ca](mailto:work.learn@ubc.ca)