



THE UNIVERSITY OF BRITISH COLUMBIA

AVP Finance and Operations
Okanagan Campus

Student Hires Q+A

November 25th, 2021



THINGS TO KEEP IN MIND WHEN HIRING STUDENTS



Student hourly employees have **universal start dates (e.g. January 1, May 1, September 1)**. This is to accommodate multiple departments potentially hiring a student in different roles. Hourly students can have a start date prior to their actual first day of work. The first department to hire the student would complete the Hire BP for the universal start date; subsequent departments would process the Add Job BP for the universal start date.

BCGEU Student Positions (e.g. UTA, GTA, and Markers) can be hired for when they are actually working and **do not need to be tied to the academic schedule**.

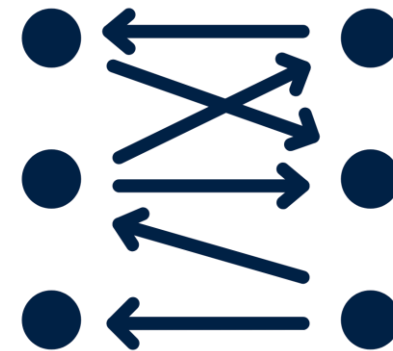


THINGS TO KEEP IN MIND WHEN HIRING STUDENTS



Student employees **must be term!** When selecting the worker sub type, please select 'Term (Fixed Term)'.

As part of the hiring process, please be sure to ask the student if they have any **other jobs with UBC** to avoid creating duplicate records.



THINGS TO KEEP IN MIND WHEN HIRING STUDENTS



Students must be enrolled in a **Canadian institution** to hold a position at UBC.

THINGS TO KEEP IN MIND WHEN HIRING STUDENTS

URA (fellowship) = 100% fellowship funds and has been created for departments when they have a specific award competitions

URA (regular) = 100% regular funds and generally used when the student is hired to help a faculty member with their research

As of June 18, a new job profile 'Student Salaried - Undergraduate Research Assistant (Fellowship)' has been added in Workday for students paid by fellowship. This job profile will have no payroll deductions and does not fall under an employment agreement. Departments are responsible for ensuring the fellowship is in line with Canada Revenue Agency guidelines. If a student is to be switched to fellowship departments will need to create the position and do a 'Change Job'.

Please note: The existing job profile Student Salaried - Undergraduate Research Assistant for regularly paid students has been renamed to Student Salaried - Undergraduate Research Assistant (Regular).

HIRING STUDENTS RESOURCES

Planning for a Student Worker

- <https://hr.ok.ubc.ca/resources/hiringstudents/planning/>

Hiring a Student Worker

- <https://hr.ok.ubc.ca/resources/hiringstudents/hiring/>

Student Appointment Matrix

- https://hr.ok.ubc.ca/wp-content/uploads/sites/71/2018/03/Student_Appointment_Matrix_October_201236259.pdf

Edit Position Restrictions (How to Update an Existing Position)

- https://ubc.service-now.com/selfservice?id=kb_article&sys_id=a2617fd11b07f01047cfffbf034bcbcd&table=kb_knowledge

Direct Hire for GRA and URA

- https://ubc.service-now.com/selfservice?id=kb_article&sys_id=7b3152cd1bc37090b2eda8ecbc4bcbfe&table=kb_knowledge

Change Job – Extension

- https://ubc.service-now.com/selfservice?id=kb_article&sys_id=1588a6571ba3e410ba8f539f034bcb30&table=kb_knowledge

Change Job – Transfer (If moving a student to/from hourly/salary)

- https://ubc.service-now.com/selfservice?id=kb_article&sysparm_article=KB0016640&sys_kb_id=064e575d1b8fb01047cfffbf034bcb50&spa=1

General FTE Change (If salaried student is changing the number of hours they're working)

- https://ubc.service-now.com/selfservice?id=kb_article&sys_id=71e0fbde1b4430109068c992604bcb46