THE UNIVERSITY OF BRITISH COLUMBIA
AVP Finance and Operations
Okanagan Campus

Workday Training for New Hires
Hiring Students

August 25th, 2022

RESOURCES AVAILABLE

[Direct Hire: Teaching Assistant (TA)](#)

[Direct Hire: GRA and URA](#)

[Direct Hire](#) (for other appointments)

[Change Job: Add Additional Job](#)

[Change Job: Transfer (Staff and Student)](#)

[Entering Time](#)

[FAQ: Entering or Correcting Time](#)

[2022 Payroll Calendar and Deadlines](#)

[Training for Hiring Administrators](#)

[Workday Hiring Webinars](#)

AGENDA

1 | Hiring Student Employees

2 | Terminating Student Employees

3 | Retroactive Transactions

4 | Student Employees' Time Entry and Payroll

HIRING STUDENTS

HIRING STUDENTS

What's important to know about hiring students in Workday?

The process for hiring students is very similar to hiring staff and faculty, with a few nuances. See the knowing Knowledge Base Articles for the full process:
- Direct Hire: Teaching Assistant (TA)
- Direct Hire: GRA and URA
- Direct Hire (for other appointments)
- Change Job: Add Additional Job
- Change Job: Transfer (Staff and Student)

Student appointments require less approvals within the Business Process. Typically, just the initiator and Manager are involved in the approvals.

Initiate the Hire Business Process

Enter the Hire Information

Propose Compensation Hire

HIRING STUDENTS – INITIATING THE HIRE PROCESS

What do I need to do?
Before initiating a hire, confirm the following with the student:
- Do they have any other active appointments with UBC?
  - Have they previously worked at UBC?
  - What is their legal and preferred name?

Reminder: Students can have multiple jobs in Workday with unlimited FTEs. However, overtime rates will apply inline with Employment Standards and include hours worked for all positions.

Why is this important?
If the student is a previous UBC employee, they may already have a pre-hire record. In this case, you'll want to ensure you select the correct record.
If the student is already employed with UBC, you'll need to use a different process, such as Change Job: Transfer, or Change Job: Add Additional Job to hire them into their new position. Always do a thorough search of pre-hire records, checking for both the legal and preferred name prior to creating a new pre-hire record to avoid duplicate employee records.

Initiate the Hire Business Process

Enter the Hire Information

Propose Compensation Hire

HIRING STUDENTS – ENTER THE HIRE INFORMATION

What do I need to do?

1. Effective Date/Hire Date should be the start date of the appointment *Reminder we recommend processing these transactions only one or two pay periods in advance.*

2. Expand Additional Details Section and update the Job/Business Title – including departmental/course identifiers in the Job/Business Title is recommended *e.g. Graduate Research Assistant – Smith Lab*

3. Enter Additional Job Classification (student employee requirement) *e.g. Master Student – Domestic – (departmental use – Canada)*

4. Select the Term Employee type (student employee requirement)

5. Enter the End Employment Date (all student appointments **must be term appointments**)

Why is this important?

- Identifiable Job/Business title will help student employees with multiple positions know which one to enter hours for

- Job Classification(s) is needed for reporting and funding purposes

- All student appointments are to be term appointments (aligned with their student status)

Initiate the Hire Business Process   Enter the Hire Information   Propose Compensation Hire

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HIRING STUDENTS – ENTER THE HIRE INFORMATION EXAMPLE

HIRING STUDENTS – PROPOSE COMPENSATION HIRE

What do I need to do?
1. If the pay period amount must be calculated by month, use the Magical Mathematical Tool (Salary Calculator) to calculate the monthly salary and enter in the Salary field.
2. For those students paid by Fellowship Earnings, do not enter those in the Allowance Plan field.

Why is this important?

1. Workday is not configured to pay employees per pay period, but to pay monthly or hourly rates.
2. GRAs, TAs, and some URAs (with a Job Profile of Student Salaried – Undergraduate Research Assistant (Fellowship)) are paid through Fellowship Earnings.

Initiate the Hire Business Process	Enter the Hire Information	Propose Compensation Hire

MAGICAL MATHEMATICAL TOOL (SALARY CALCULATOR)

Link to the tool: http://payrollintranet.ubc.ca/calculators/perperiodcalculator.htm

TERMINATING STUDENTS

STUDENT TERMINATIONS/END JOB – SCENARIO 1

Student Appointments will automatically end on their expected term end date, except in two cases:

Scenario 1

There is a business process in progress for any of the student's positions (e.g. Change Job, Add Job)

What will happen?

The student appointment will not end until the 'in flight' business process has been completed. However, if salaried, their compensation will end on the expected end date.

What do I need to do?

We recommend running the '**Business Process Transactions Awaiting Action – HCM Staffing**' report regularly to ensure all BPs are approved prior to payroll cutoffs.

STUDENT TERMINATIONS/END JOB – SCENARIO 2

Scenario 2

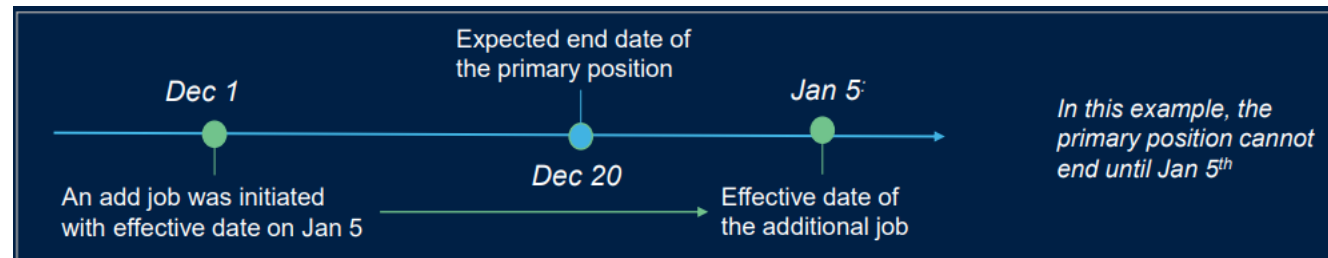The student has an additional job with a start date beyond their current end date.

What will happen?

The primary position cannot end until the additional job's effective date, since the 'Add Job' indicates no break in service.

For example:

What do I need to do?

We recommend the department manually processes the Dec 20th termination and then complete a 'Re-Hire' for Jan 5th.

RETROACTIVE
TRANSACTIONS

RETROACTIVE TRANSACTIONS

Retroactive hires and job changes bring challenges in Workday, and in some instances are not feasible to process. For example, Workday does not allow for retroactive **'Switch Primary Job'** BP.

Retro Hire

If a student has an active appointment from Jan 1 – April 30th, 2022 and a department becomes aware the student also worked Sept 1 – Dec 30th, 2021, Workday does not allow us to input that retroactive hire, as they have their current hire date of Jan 1st.

What do I need to do?

Having internal conversations within your units on how to support your managers in being proactive in letting you know about these hires.

PAYROLL AND TIME ENTRY REMINDERS

ONBOARDING HOURLY STUDENT HIRES

Hourly students need to be aware of the requirements for time entry and submission in order to be paid!

What do I need to do?

As part of your onboarding process, ensure the hourly students are aware of the instructions and deadlines for submitting their hours. Please communicate with managers of new hourly hires to ensure they share these requirements with their students as well.

STUDENT FTEs AND OVERTIME CALCULATION IN WORKDAY

Students can have unlimited FTEs in Workday.

How is overtime calculated?

Overtime rates will apply inline with Employment Standards and will automatically calculate for all hourly positions. Salaried positions do not have OT rates automatically applied. OT hours worked in salaried positions must be entered via Time Entry and coded appropriately.

What do I need to do?

Make sure the managers know that if a student has multiple jobs, overtime may be triggered. Ensure managers ask their students to be transparent about their total working hours and time entry so they are aware of any overtime in advance.

PAYROLL SCHEDULE AND DEADLINES

Time submission deadline: Midnight on the 8th and 23rd of each month
Time approval deadline: First business day after the 8th and 23rd

In some instances the deadlines are moved up, such as at fiscal year end, the holiday break in December, and the Feb 28 payday
Find the Payroll schedule here: 2022 Pay Schedule

What do I need to consider?

Remind faculty and staff in your units to enter and approve time entries by the deadlines. Ensure hours are entered accurately (on the correct date, for the correct amount of hours, for the correct position). Errors can occur when employees group together hours worked over a period into one day. This can generate unearned OT.

TIMING OF WORKDAY NOTIFICATIONS

For employees

- Employees who have not entered any time for the pay period are notified at 8am on the cutoff day (8th and 23rd)
- Employees who have time entered in the period but have not yet submitted are notified at noon on the cutoff day (8th and 23rd)

For managers

- Managers who have time approvals waiting in their Workday inbox are sent a reminder on the approval deadline (9th and 24th)

TIME ENTRY FREQUENTLY ASKED QUESTIONS

Q My position ends April 30th and I forgot to enter some hours back in January – can I still enter them? How do I ensure those retro hours get paid?

A As long as the employee is not Terminated (e.g. no active jobs), they can continue to enter their time, including retroactively. These hours should be entered and submitted for approval, at which point they will flow to Payroll to be paid.

TIME ENTRY FREQUENTLY ASKED QUESTIONS

Q My position has ended; however, I was unable to enter my hours before my end date. How can I enter my hours?

A If an employee still has an active appointment in another position, they should continue to have access to enter time (including for their prior position). An employee only loses access if they are Terminated and do not have another active position. In this instance, the manager of the employee can enter the missed hours.

TIME ENTRY FREQUENTLY ASKED QUESTIONS

Q I have a salaried and hourly position. When I enter the hours for my hourly position, the pay periods are not inline with the hourly pay periods. How should I enter my time to ensure I get paid for those hours on the correct payslip?

A When an employee submits their time, it submits all the hours for a whole pay period. For an hourly employee, that would be the 9th – 23rd.

However, if the employee's primary position is salaried, it will submit all hours based on the salaried pay period (e.g. 16 – 30)

To ensure that all their hourly hours for the 9th – 23rd are submitted, they would need to submit 1st – 15th (to capture 9 – 15) and again for 16th – 30th (to capture 16 – 23).

TIME ENTRY FREQUENTLY ASKED QUESTIONS

Q

I entered hours on the wrong position/entered hours incorrectly. How do I correct it if it is:

- In the current pay period *or*
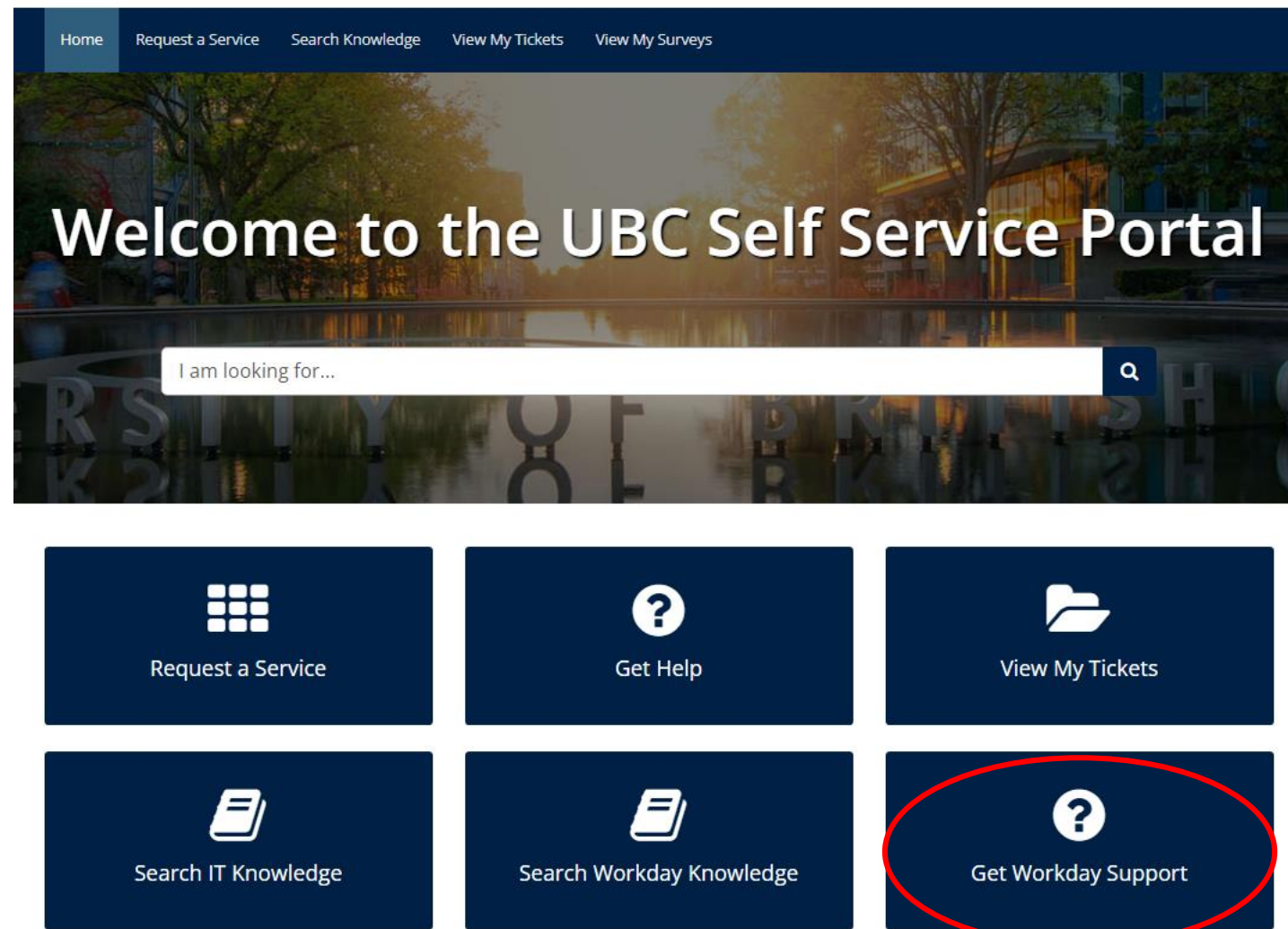- In a previous pay period

A

Regardless of the pay period, the process is the same:
- Navigate to the time block(s) in question and open them by clicking on them
- Change the position/time entry details on the time block to the correct one
- Resubmit the time for approval

If you have questions about today's training, please contact Lauren.Hatchard@ubc.ca

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