



THE UNIVERSITY OF BRITISH COLUMBIA

AVP Finance and Operations
Okanagan Campus

Workday Wednesday: Paying Students

September 14th, 2022



RESOURCES AVAILABLE

[Create an Expense Report for Student/Non Worker](#)

[Delegate Expenses or Initiate as an Expense Delegate Knowledge Base Article](#)

[Request One Time Payment](#)

[Create Supplier Request](#)

[Create Supplier Invoice Request](#)

[ISC Student One Time Payment Presentation](#)

AGENDA

- 1 | Overview
- 2 | Reimbursing Expenses
- 3 | Scenarios for One Time Payments or Other Methods of Payment
- 4 | Q+A





OVERVIEW

SCENARIOS FOR PAYING STUDENTS

In order to select the correct process for paying a student, it's important to consider:



For example, ask yourself:

If the student is receiving a one time payment, is this within the scope of their academic studies?

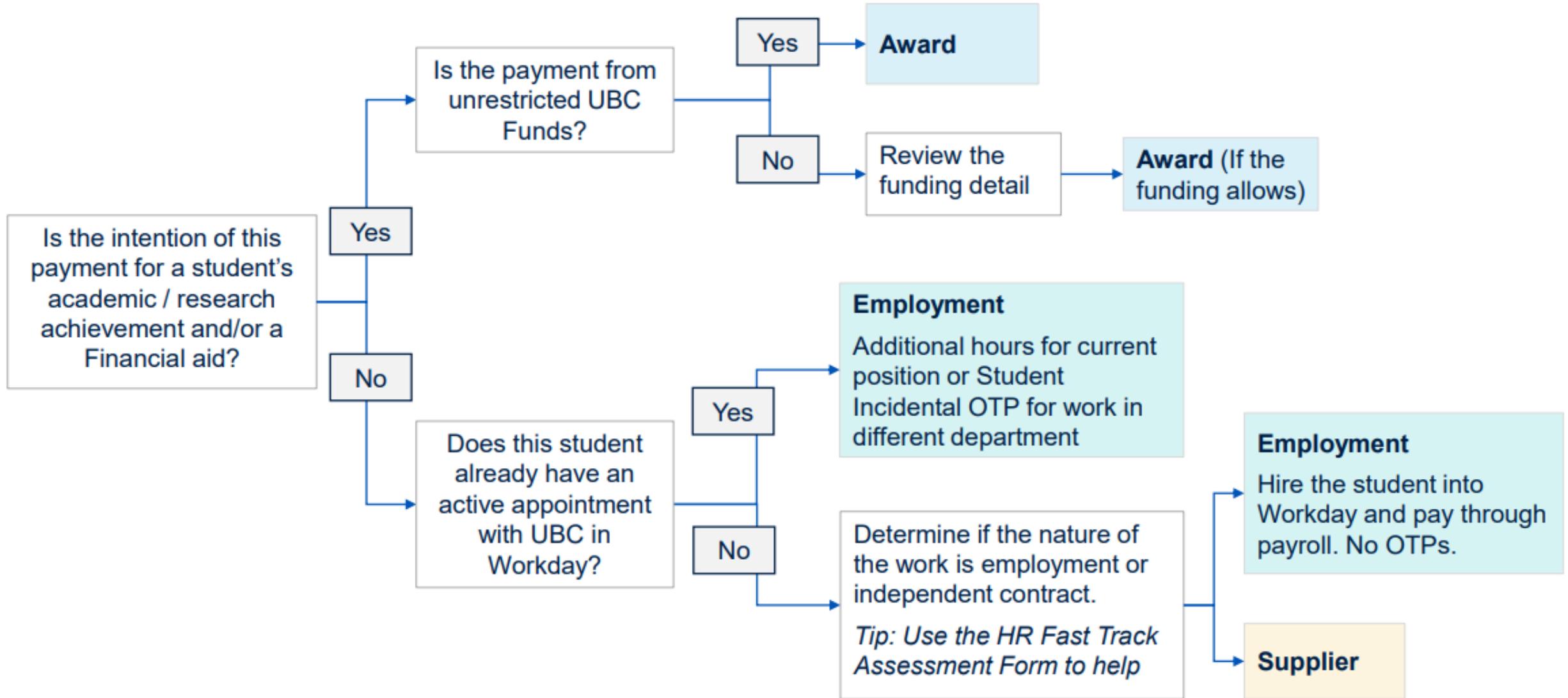
OR

If the student is receiving a one time payment, is this a result of performing work that is considered employment?

OR

Are you reimbursing the student for expenses they've incurred?

HIGH LEVEL DECISION MAKING PROCESS FOR ONE TIME PAYMENTS



STUDENT ONE TIME PAYMENT CATEGORIES

	Award Scholarship, Bursary, Prize and Fellowship	Employment	Supplier
Payment System	SISC	Workday	Workday
Business Process	Transfer funds from Department to G+PS/Enrolment Services	OTP–Honorarium OTP - Student Incidental Payment Payroll – additional hours	Supplier Set up & Supplier Invoice processes
Processing Department	G+PS or Enrolment Services	Payroll	Financial Operations
Tax Classification; Tax slips	Scholarship/fellowship/bu rsary/prize; T4A	Employment; T4	Business income/fee for services; T4A

STUDENT EMPLOYEE ONE-TIME PAYMENTS IN WORKDAY

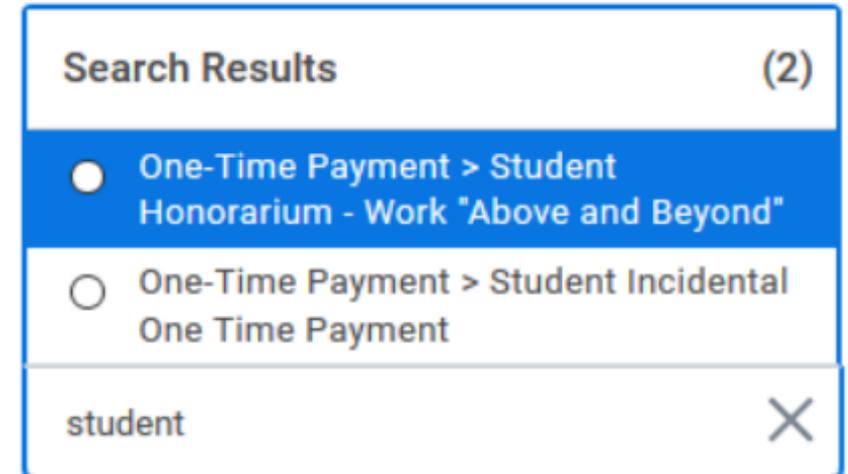
- **One-Time Payment > Student Honorarium – Work ‘Above and Beyond’**

A one time payment used to recognize the work a student completed in their current student appointment.

- **One-Time Payment > Student Incidental One Time Payment:**

A one time payment used to pay a student, who already has an active student employment appointment in Workday in instances when they perform employment work for another department on an ad hoc/one time basis.

Both of these Student One Time Payments are taxable and paid as regular earnings.



The screenshot shows a search results window with a blue border. At the top, it says "Search Results" followed by "(2)" in parentheses. Below this, there are two search results listed, each with a radio button to its left. The first result is highlighted with a blue background and contains the text "One-Time Payment > Student Honorarium - Work 'Above and Beyond'". The second result is not highlighted and contains the text "One-Time Payment > Student Incidental One Time Payment". At the bottom of the window, there is a search bar containing the text "student" and a close button represented by an 'X' icon.

PROCESSING STUDENT EMPLOYEE ONE TIME PAYMENTS

One-Time Payment Summary

Summary

Effective Date *
2021-08-01

Employee Visibility Date

Reason
One-Time Payment > Student Incidental One Time Payment

Total Amount Requested
350.00 CAD

One-Time Payment

Payment Details
350.00 CAD

One-Time Payment Plan
Student Incidental One Time Payment (Taxable)

Scheduled Payment Date
2021-08-01

Ensure your
'Reason' and *'One
Time Payment
Plan'* match

One-Time Payment Summary

Summary

Effective Date *
2021-08-01

Employee Visibility Date

Reason
One-Time Payment > Student Honorarium - Work 'Above and Beyond'

Total Amount Requested
400.00 CAD

One-Time Payment

Payment Details
400.00 CAD

One-Time Payment Plan
Honorarium

Scheduled Payment Date
2021-08-01

*Managers and Department HR Security roles will be required to approve these One Time Payments in Workday

PROCESSING STUDENT EMPLOYEE ONE TIME PAYMENTS

As with all *One Time Payments* in Workday, if you are processing it retro actively, ensure you use the **upcoming** or **future** pay date as the '**Scheduled Payment Date**'.

The effective date should reflect the dates they were actively in the position.

Please leave sufficient time for approvals to meet payroll deadlines.

One-Time Payment Summary

Summary

Effective Date * 

2021-07-01

Employee Visibility Date

Reason

One-Time Payment > Student Incidental One Time Payment

Total Amount Requested

150.00 CAD

One-Time Payment

Payment Details  

150.00 CAD

One-Time Payment Plan

Student Incidental One Time Payment (Taxable)

Scheduled Payment Date

2021-08-31

PROCESSING STUDENT EMPLOYEE ONE TIME PAYMENTS

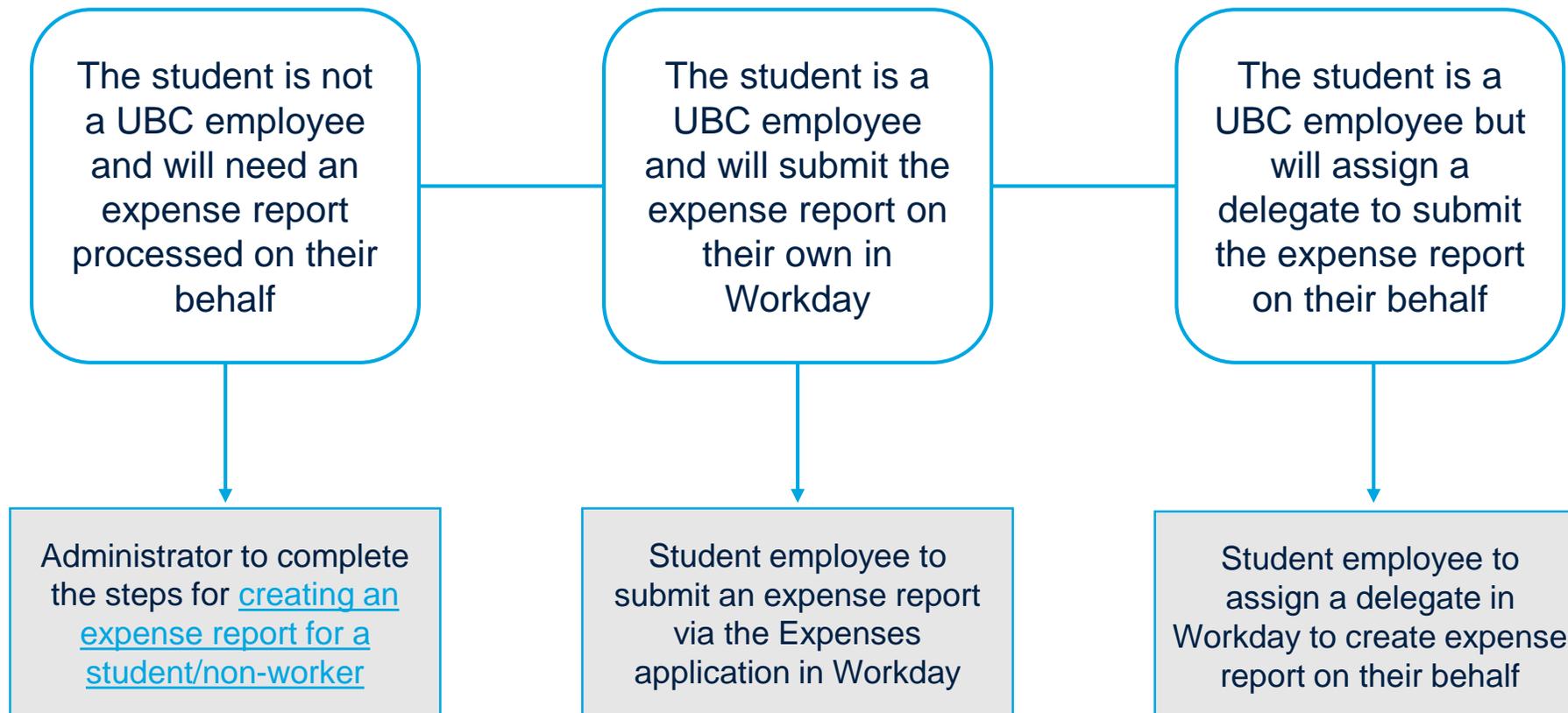


If you are requesting a one time payment for a student employee who works outside of your Sup Org, you will need to contact the department administrator for the employee's Sup Org and request they complete a One Time Payment for the student. They will require the following information:

- ✓ Student employee's name
 - ✓ Amount
 - ✓ Date
- ✓ Payment date (give plenty of time for approvals)
 - ✓ Worktag to charge
 - This could be a Program, Grant, Project, etc.
 - Do not charge to the Cost Center

REIMBURSING STUDENT EXPENSES

If a student is being reimbursed for expenses, not work performed, there are three possible scenarios:

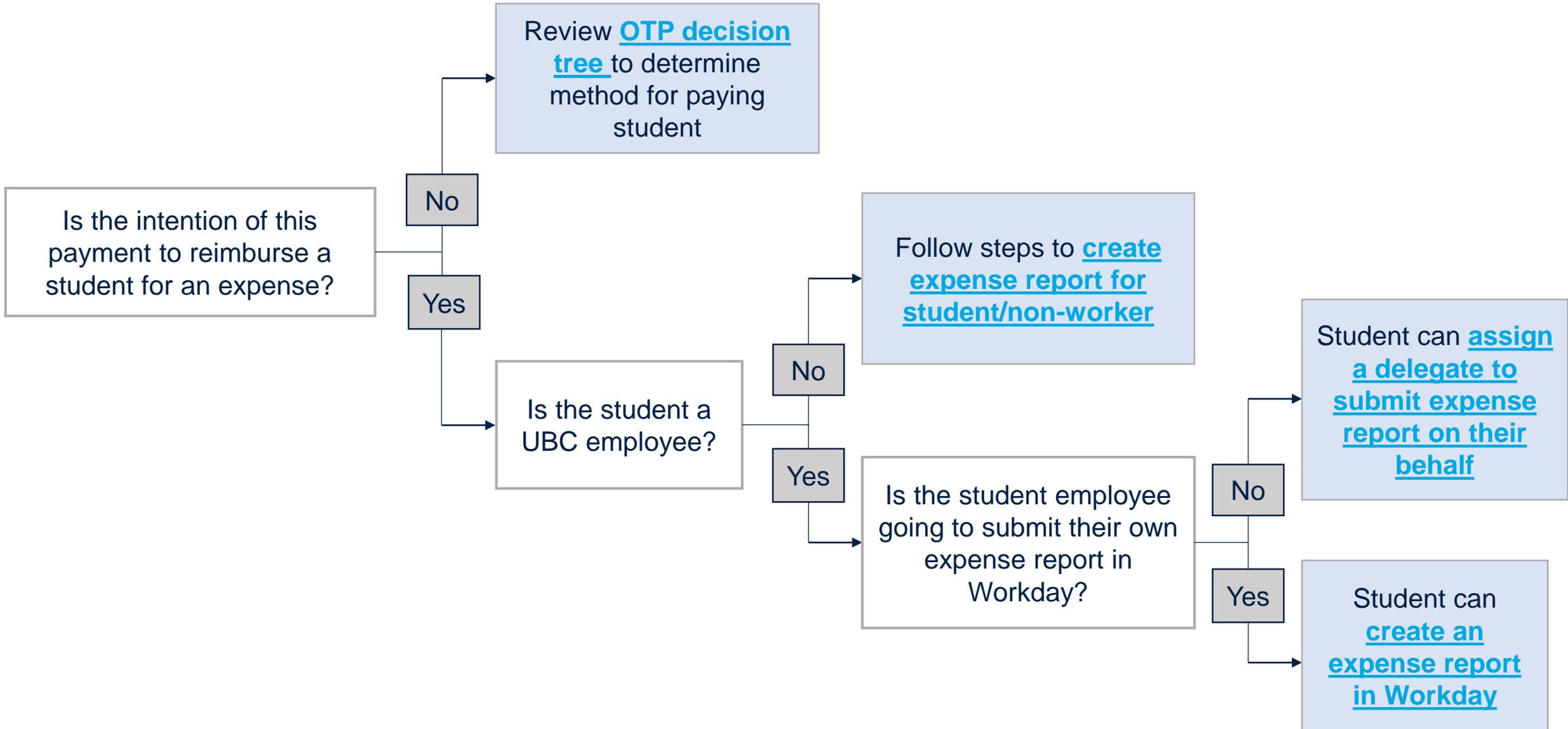


Note: Student will still need to login to Workday after expense report has been submitted on their behalf to review and approve as the claimant.



REIMBURSING EXPENSES

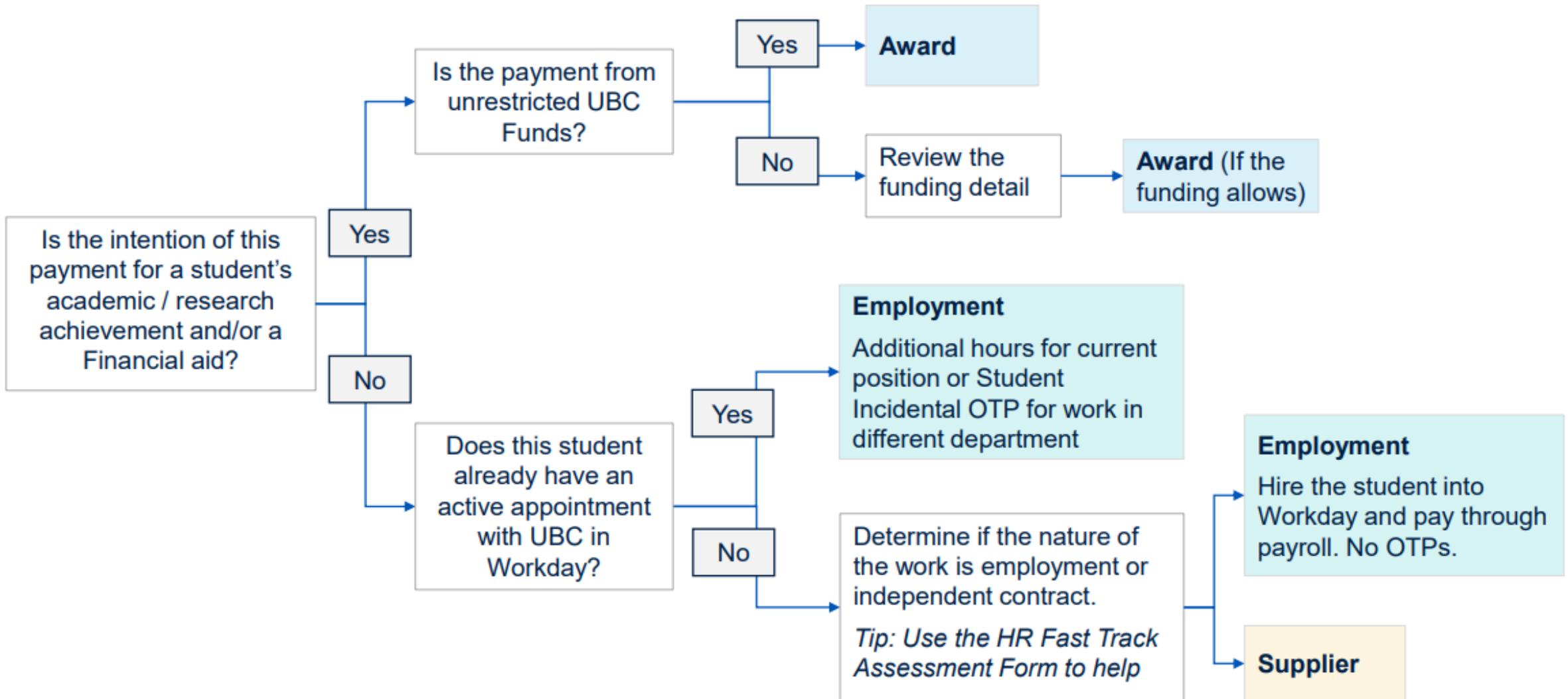
REIMBURSING EXPENSES





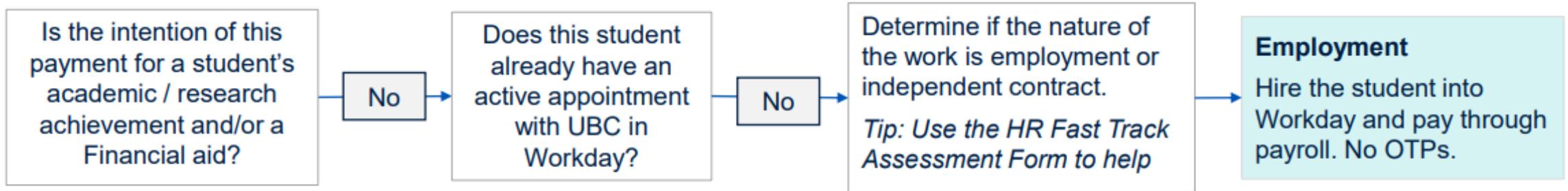
SCENARIOS FOR ONE TIME PAYMENTS OR OTHER METHODS OF PAYMENT

HIGH LEVEL DECISION MAKING PROCESS FOR ONE TIME PAYMENTS



SCENARIO 1

A student is hired to work in the Department of Chemistry to order lab supplies for a day or two.

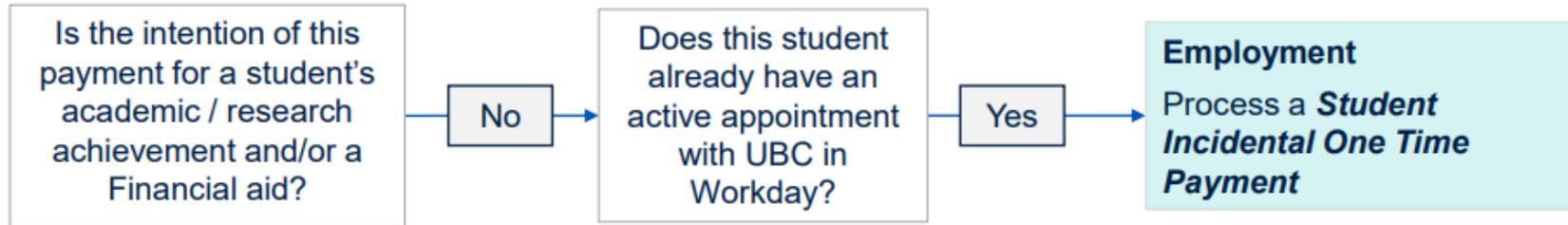


To hire a student, follow the below Business Processes:

- a) Create Position (if no vacant positions)
- b) Hire Employee (Enter term start and end dates)
- c) If hiring hourly, the student will submit their hours worked through time tracking. If hiring salary, the initiator will need to enter the monthly amount and it will be pro-rated based on FTE

SCENARIO 2

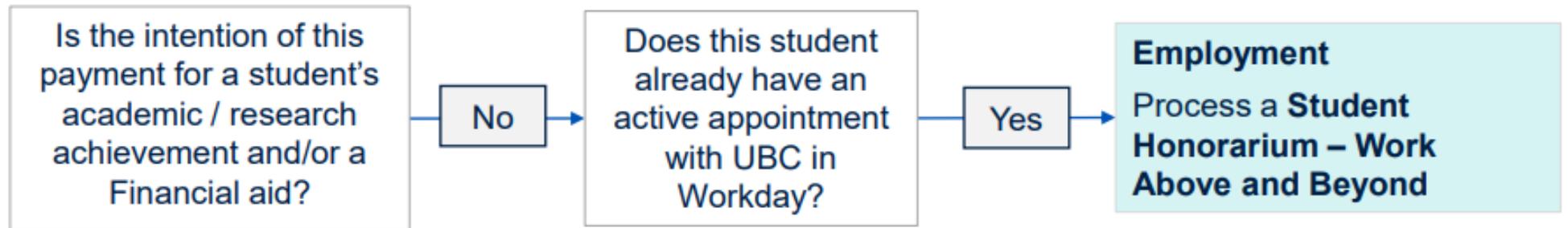
A student has a primary position in the Department of Music, and has been asked by the Department of Chemistry to assist in ordering lab supplies for a day in addition to their primary job.



- As with all One Time Payments, the employee's home department (in this instance Music) must initiate the OTP. The Department of History can provide the Department of Music with the appropriate worktags to charge the OTP to.
- Student OTPs beyond \$500 will route to Central HR for review and approval.
- If the additional work is ad hoc or one off, a *One Time Payment* is appropriate. If the work is ongoing or recurring, the additional department should process an *Add Additional Job* and pay the student through time tracking/payroll.

SCENARIO 3

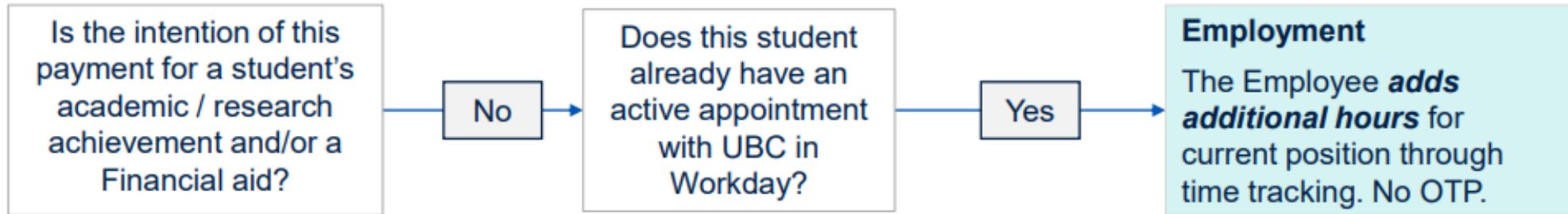
A student employee in the Department of Music has a Manager who would like to offer additional compensation to the student for going above and beyond in their current role.



Student OTPs beyond \$500 will route to Central HR for review and approval.

SCENARIO 4

A student employee in the Department of Music works extra hours in current role.



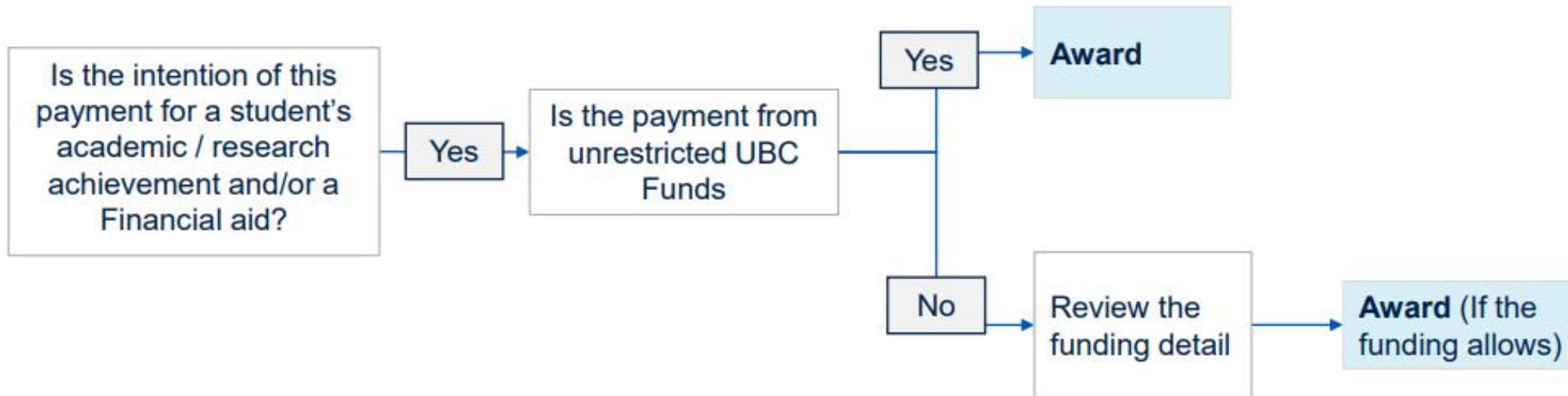
Overtime rates will apply inline with Employment Standards and include hours worked for all positions. The order of the time entry determines which job triggers the overtime.

Considerations:

- Managers are aware that their student employee has multiple jobs as overtime maybe triggered.
- Students should be transparent about their total working hours and time entry to ensure their managers are aware of any overtime in advance.

SCENARIO 5

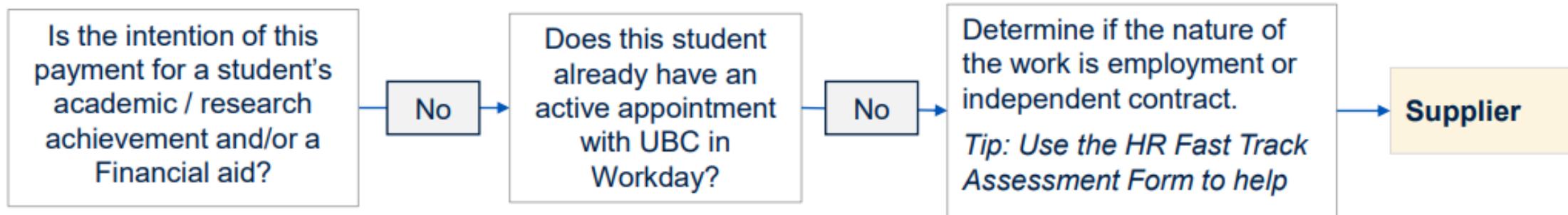
A Professor in the Department of Music would like to provide an award to one of their students for their academic work.



Contact Enrolment Services or College of Graduate Studies to get started.

SCENARIO 6

A student participated in a psychology study and is to receive \$40 compensation.



To create a supplier in Workday, follow the [Create Supplier Request BP instructions](#). The student likely won't have an invoice to provide UBC; in this case, follow the [Create Supplier Invoice Request process](#) after they are set up as a supplier in Workday.



Next Workday Wednesday: Procurement
September 21st | 2:00 – 3:00pm

[Register here](#)

