

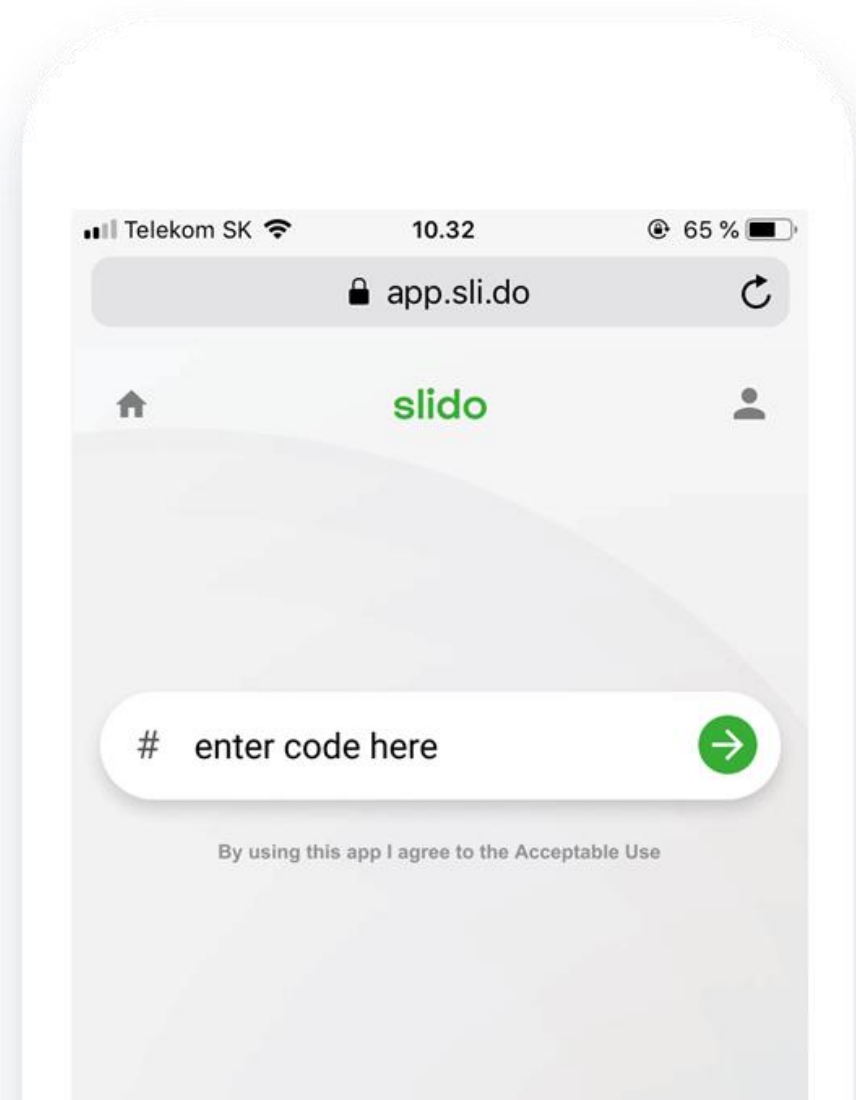


Workday Wednesday: Hiring Students

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AGENDA

- 1 | Resources Available for Supervisors and Students
- 2 | Hiring and Terminating Student Employees
- 3 | Retroactive Transactions
- 4 | Student Employees' Time Entry and Payroll



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](#)

[2023 Payroll Calendar and Deadlines](#)

[Training for Hiring Administrators](#)

[Workday Hiring Webinars](#)

RESOURCES AVAILABLE FOR SUPERVISORS

The ISC has created a [Workday Student Appointments](#) online course that you can access through your Workplace Learning dashboard. The course reviews how to create new positions, hire students into available positions, terminate student appointments, retroactive student appointments, payroll deadlines, and OTPs. We recommend that administrators and managers who will be processing student appointments in Workday take this course.

The [Student Employee Onboarding Checklist](#) is a great resource that has been created to help departments onboard new student hires. The checklist outlines personal information needed from students to enter into Workday, IT set up information, and UBC policies. Human Resources suggest that departments use this checklist to streamline the process for student hiring across the Okanagan campus.

It is the supervisor's responsibility to ensure student appointments are entered and approved in Workday at least two weeks before their start date. In addition, it is important that supervisors show their student employees how to enter in hours worked so that they can be approved in time. Ensuring students get hired and subsequently paid on time is an important part of the overall student employee experience at UBC.

RESOURCES AVAILABLE FOR STUDENT EMPLOYEES

The [Employee Handbook for Students](#) reviews UBC policies, holiday and time off eligibility, career development, and common employment inquiries (hours worked, breaks, performance reviews). Please provide this handbook to your student hires during their first week of employment to review.

The ISC has created a [Workday Essentials for Student Workers](#) course that can be accessed via Workplace Learning dashboard. This course reviews how students themselves can manage their personal information, view pay and tax documents, manage absence requests, and create basic expense reports in Workday. The approximate time needed to take this course is 60 minutes.



HIRING STUDENTS

HIRING STUDENTS – MULTIPLE ROLES

Students may have multiple roles at UBC. Before hiring a student, it is important that managers ask the prospective student worker if they have other paid roles at UBC and confirm what their total working hours are. This is important because:

- UBC's number one priority is that a student has time to be successful in their studies and being a student worker is meant to be a supportive additional role.
- Having the full picture of the student's employment from the start of their appointment will also help your department avoid paying overtime rates that automatically calculate in Workday.



HIRING STUDENTS – HOURLY/SALARY

It is important that all student workers, both hourly and salary, understand how many hours they are expected to work per week.

When hiring a salary student worker, ensure that their monthly compensation is following employment standards by taking into consideration hours of work. Please ensure that students do not work more than the expected hours per week that was agreed upon at hire.



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 following Knowledge Base Articles for the full process:

- [Direct Hire: Teaching Assistant \(TA\)](#)
- [Direct Hire: GRA and URA](#)
- [Direct Hire \(for other appointments\)](#)
- [Add Additional Job](#)
- [Change Job: Transfer \(Staff and Student\)](#)

Student appointments require less approvals within the Business Process. Typically, only the Manager is involved in the approval.

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?

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 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.



HIRING STUDENTS – INITIATING THE HIRE PROCESS

Reminder: Students can have multiple jobs in Workday

- Ask the student if they have other positions, if so, know the effective dates
- Ask the student to let you know if they get any positions in the future
- Everything needs to be entered into Workday in chronological order

Reminder: Universal Start Date for Hourly Students

- All hourly appointments should be entered in with a start date of the beginning of the term (ex. Sept 1)
- This is NOT applicable for salaried paid students



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 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 (Fixed 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)



HIRING STUDENTS – ENTER THE HIRE INFORMATION EXAMPLE

Hire Employee

Hire Date * 2021-04-01

Reason * Hire Employee > New Hire

Job Details

Position * P000081959 GTA1 XYZ Lab

Employee Type * Term (Fixed Term)

Job Profile * CUPE 2278 Salaried - Graduate Teaching Assistant 1

Time Type * Full time

Location * Chemistry Physics Building (CHPH)

Work Space

Pay Rate Type * Salary

Additional Information

Job Title CUPE 2278 Salaried - Graduate Teaching A

Business Title CUPE 2278 Salaried - Graduate Teaching A

Location Weekly Hours 40

Default Weekly Hours 12

Scheduled Weekly Hours 12

FTE 100%

Job Category CUPE 2278 Teaching Assistants

Job Classifications 12.0 - DEFAULT HOURS 12 Weekly (Central HR Use Only-Canada)
85 - TIER Academic Students (Central HR Use Only-Canada)
LRN - CLUSTER Learning (Central HR Use Only-Canada)
Teaching - Teaching (Central HR Use Only-Canada)

Additional Job Classifications * Master Student - Domestic - (Departmental Use-Canada)

Continuous Service Date 2021-04-01

End Employment Date * 2021-07-31

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 are paid through Fellowship Earnings. Some URAs (with a Job Profile of Student Salaried – Undergraduate Research Assistant (Fellowship)) are also 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>

Salary Calculator (per-period to monthly)

Chrome is recommended for using this calculator - Firefox appears to produce unpredictable results. 

For Teaching Assistants, please see the [TA salary calculator](#).

Start Date:

End Date:

Per Period Salary:

monthly salary:

There are two tools, one of which is specific to TAs.





TERMINATING STUDENTS

STUDENT TERMINATIONS/END JOB – EXCEPTION

Student Appointments will automatically end on their expected term end date, except when:

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?

Ensure all in-progress business processes are approved. Run the report "Business Process Transaction Awaiting Action" and then filter on Students. Use the "HR Operations Reports" dashboard. View a specific employee by going to the employees profile and clicking on **Job More Worker History View Worker History by Category**



RETROACTIVE TRANSACTIONS

RETROACTIVE TRANSACTIONS EXAMPLE

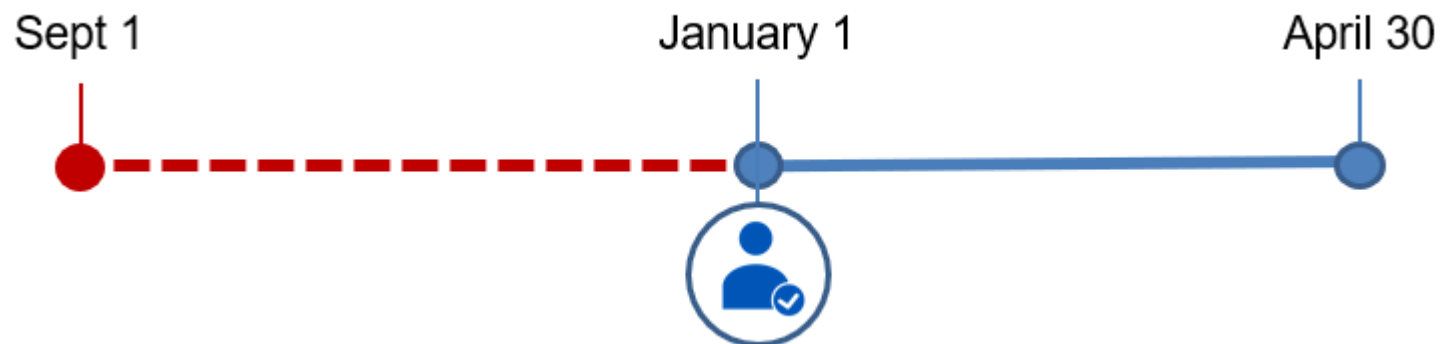
Retroactive hires and job changes bring challenges in Workday, and in some instances are not feasible to process. For example, Workday does not allow for retroactive **'Switch Primary Job'** BP.

Scenario:

1. Department enters student appointment with term dates of **January 1 to April 30th**
2. Department then becomes aware that the student worked Sept 1 to December 31 **prior** to the appointment already approved

Result:

- The Sept 1 appointment cannot be entered as the student has already been hired starting January





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.

PAYROLL SCHEDULE AND DEADLINES

Find the Payroll schedule here: [2023 Payroll Deadlines](#)

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?

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).

A

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

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

A



TIME ENTRY FREQUENTLY ASKED QUESTIONS

Q

I have to pay a student \$5000.00 for student fellowship work. The student did extra work outside of their current role. Should I submit a OTP?

Human Resources suggest that you set this student up with a URA or GRA appointment in Workday. OTP's will have all the statutory deductions on them so the employee receives a smaller net pay then processing a GRA appointment paying them Student Fellowship.

A





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Welcome to the UBC Self Service Portal

I am looking for...



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Get Help


View My Tickets


Search IT Knowledge


Search Workday Knowledge


Get Workday Support

For Workday support, submit a ticket at <https://ubc.servicenow.com/selfservice>

