# Hiring a Student

Create Position Business Process: Once you have selected your ideal candidate for your Work Study position, you will need to complete the "Create Position" business process (BP) in Workday. This process creates the Work Study position you want to appoint a student into using the job details provided to you in your Funding Notification and Student Authorization emails.

There are a few important things specific to your Work Study appointment in this BP:

- You will need to select the appropriate Job Profile that will route the Direct Hire BP to the Work Study coordinator for approval in Workday **(Student (JFG) -> Student – Work Learn**
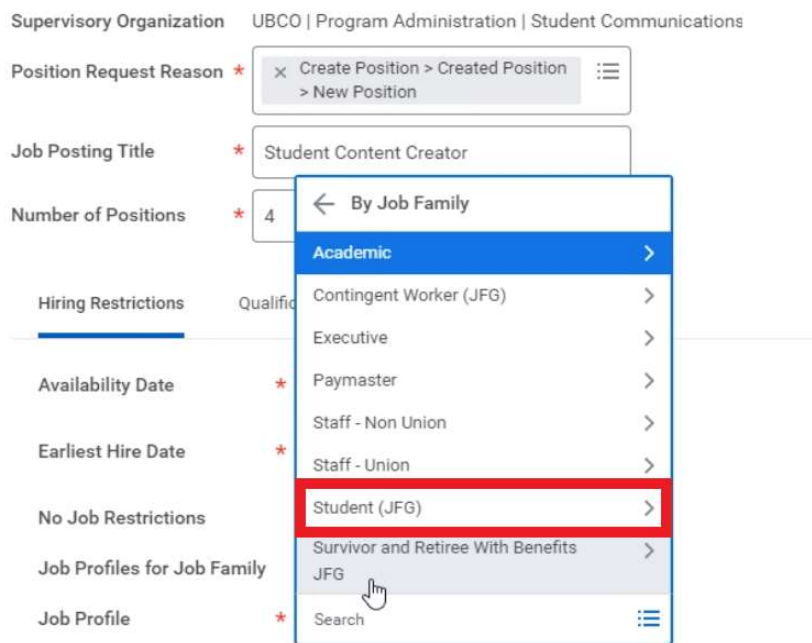
- You will be shown a drop-down menu of all Work Study/Work Learn job profiles, including those that are only applicable on the Vancouver campus. Be sure to select the appropriate UBCO specific Job Profile.

Job Profile (Workday)	Who it applies to
Student Hourly – Work Study (UBCO) (Summer Session)	Domestic undergraduates All graduate students (May 1 – August 31)
Student Hourly – Work Study (UBCO) (Winter Session)	Domestic undergraduates All graduate students (September 1 – April 30)
Student Hourly – Work Learn (UBCO) (Summer Session)	International undergraduates (May 1 – August 31)
Student Hourly – Work Learn (UBCO) (Winter Session)	International undergraduates (Septmeber 1 – April 30)

- The job description does not need to be robust. This can be a one-line sentence describing the general position the student will fill
- Ensure you fill the location field with a UBC Okanagan specific location, enter worker type as Employee, and Worker Sub-Type as Term (Fixed Term)

Location	*	× University Centre (UNC)	☰
Worker Type	*	× Employee	☰
Worker Sub-Type		× Term (Fixed Term)	☰

- When assigning the pay group for your Work Study position, select "Hourly"

Assign Pay Group for Position Restriction

Event	* Assign Pay Group for Position Restrictions Event: Create Position: Student Content Creator
Supervisory Organization	UBCO | Program Administration | Student Communications
Position	(empty)
Effective Date	* 2021-05-01
Current Pay Group	(empty)
Proposed Pay Group	* × Hourly ☰

- Under the "Request Default Compensation" step in this process, be sure to enter the hourly wage associated with the position
- For more information about how to create a position in Workday, please review the following resources developed by the IRP team:
  - https://irp.ubc.ca/training

Direct Hire Business Process (Workday): Once your position has been approved in Workday via the "Create Position" BP and you have selected the student you wish to hire into your position, you need to complete the "Direct Hire" BP in Workday.

There are a few important things specific to your Work Study appointment in this BP:

- Once you fill the position field, the remaining fields should auto populate
  - Select the arrow to expand the "Additional Information" section
  - Update the position Job Title to "Work Study – POSITION TITLE"

- o Update the Default Weekly Hours to 12 (winter cycle) or 20 (summer cycle)
- o Enter Additional Job Classification to indicate student degree level
- o Enter the End Employment Date (typically April 30 for winter session and August 31 for summer session)
- In the first comment section in this BP, please enter the unique Work Study Project ID and Student Number of the student you wish to hire in the following format {{Project ID; Student Number}}

˅ Additional Information

Job Title	Work Study - POSITION TITLE
Business Title	Work Study - POSITION TITLE
Location Weekly Hours	40
Default Weekly Hours	20
Scheduled Weekly Hours	20
FTE	100%
Job Category	Student Employee
Job Classifications	20.0 - DEFAULT HOURS 20 Weekly (Central HR Use Only-Canada)
	86 - TIER Other Students (Central HR Use Only-Canada)
	OTH - CLUSTER Other (Central HR Use Only-Canada)
	TRI - Tri-Agency Student Job (Central HR Use Only-Canada)
Additional Job Classifications	x Bachelor Student - Domestic - (Departmental Use-Canada)
Continuous Service Date	2021-05-01
End Employment Date *	2021-08-31

{{Project ID ; Student Number}}

- If you have additional comments you would like to enter into this BP, please enter then into the other comments' fields within this BP
- When assigning costing allocations, choose Worker and Position
- For information on how to Direct Hire or Change Job in Workday, please review the resources developed by the IRP Team: https://irp.ubc.ca/training

Tracking Hours & Pay Periods

For instructions on how to submit hours in Workday, please refer (and refer your student employees) to the IRP training resource for [hourly staff and student employees](#).

A few important things to note regarding hours and pay:

- Direct Hire BPs are not routed to Payroll anymore for approval of hiring employees. In order for approvals to be made in time for pay period cut-offs, appointments would need to be approved by the 8th or 9th of each month to make the 15th payday and 23rd or 24th of each month to make the end of the month payday. Pay for student employees will continue to be deposited into the bank account that Payroll currently has on file.
- For tracking hours during statutory holidays, please review the [British Columbia Employment Standards Act](#) for information on whether your student will be eligible for stat holiday pay.

Note: As of May 3, we have turned off the automated payment in Workday for the minimum wage subsidy for all Work Study positions. Instead of using an automated Workday processes for Work Study payments, we will return to processing manual reimbursements based on hours each student works. Work Study's minimum wage subsidy will be reimbursed monthly for hours worked in the previous month.