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# Work Study | Frequently Asked Questions (FAQs)

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## 

## I’ve been approved for funding for both summer and winter terms. When will my position be posted for students to see?

All positions with summer funding will be posted in March. If you would like to repost your position to recruit new students for the Winter term, please reach out to [workstudy.ok@ubc.ca](mailto:workstudy.ok@ubc.ca) and we will ensure your position is posted again in August, however this is not mandatory.

If you would like a direct link to your job posting to share with students, please reach out and we can provide you with the link.

## Can I extend my application deadline for Work Study if I have not been able to hire enough students?

Yes. We are happy to extend your application deadline and continue to have your position posted on the Job Board. Please email [workstudy.ok@ubc.ca](mailto:workstudy.ok@ubc.ca) to extend your posting.

## I received funding for an undergraduate student, but I now want to hire a masters student instead. Can I do this?

No. 10% of Work Study funding is held for masters students and funding was allocated based on your original application. All funding that has been allocated must be used in alignment with the application submitted.

## What information do I need to provide to the Work Study coordinator before hiring my students?

To ensure eligibility of your students before you begin the hiring process, you must submit a [Student Authorization Request form](https://ubc.ca1.qualtrics.com/jfe/form/SV_2lUjnhBxOqAp5eR). You will need to provide:

* student’s name
* email
* student number

This authorization form will also be sent to the unit assistant that will be assisting you with hiring your student in Workday, so you will also need to include:

* your Project ID number found in your funding announcement email
* hourly wage
* position start and end dates
* appropriate Job Profile
* costing allocation information (PM/GR/PJ/GF Worktag codes)

## Can I extend my Work Study student employee from the last cycle to this new cycle?

New Work Study appointments must be created each term. If you have received funding for both summer and winter term, you are able to re-hire your students to continue their work on your project, however you must create a new appointment in Workday with the appropriate Job Profile (See below for Job Profile information)

## What is the difference between job profiles and how do I know which one to use in Workday?

There are 4 different Job Profiles to choose from when hiring your student in Workday – 2 for each term.

|  |  |
| --- | --- |
| **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) |

## What happens if I appoint my student under the incorrect Job Profile?

Selecting the correct Job Profile ensures that the hours submitted by the student are sent to the Work Study Coordinator for reimbursement each month. By selecting the wrong Job Profile, your students’ hours may not be routed properly and you may not receive reimbursement for hours worked. Please be sure to submit, or have your unit assistant submit your student employee appointments under the correct Job Profile to ensure you receive reimbursement.

For information about hiring in Workday, refer to our [Steps for hiring students in Workday](https://students.cms.ok.ubc.ca/wp-content/uploads/sites/90/2021/06/Work-Study-Hiring-students-in-workday.pdf) document, and visit the [IRP 24/7 online knowledge base](https://ubc.service-now.com/selfservice?id=kb_view2&kb_knowledge_base=af5ffe361b8ad4105edd43b4bd4bcb09) for additional information and training.

## How do I track the hours worked by my Work Study student employee in Workday?

Supervisors are responsible for ensuring that hours submitted by Work Study students do not exceed the total hours that were approved for funding. To track your Work Study student’s hours in Workday, access the report titled “View Time Blocks by Position”.

## When will my student get paid?

Students will be paid on the 15th and last day of each month. Hours must be submitted and approved by the 8th or 9th and 23rd or 24th of each month in order to meet payroll deadlines. Students should receive a reminder in Workday to submit hours.

## When will I receive the Work Study subsidy, and where can I find the subsidy in my ledger in Workday?

You will receive the Work Study subsidy monthly for the hours worked in the previous month. The reimbursement will be reflected in the “Salaries | Student Work Learn Subsidy” ledger account in the ledger of the Worktag you indicated on your Student Authorization Form.

## Can the funding for my Work Study position be carried forward into the following term?

All Work Study positions are funded on a session by session basis. The banking of Work Study hours is not permitted and Work Study will not reimburse the subsidy on hours submitted beyond the current cycle and/or maximum hours approved for each position.

## Are Work Study students eligible to work remotely?

Work Learn students are considered a UBC employee, thus to assess if their position is conducive to remote work please refer to [UBC Human Remote Work Guidelines](https://hr.ubc.ca/remote-work-guidelines). If you have any questions, please contact your HR Department or Administrator.

## What IT considerations must be made in determining whether remote work is feasible?

Please refer to [UBC’s HR Guidance for managers and supervisors](http://www.hr.ubc.ca/covid-19/leading-managing-employees-during-covid-19/), which includes a [Telecommuting Checklist](http://www.hr.ubc.ca/faculty-staff-resources/telecommuting/) and [UBC IT’s online guide to working remotely](https://it.ubc.ca/ubc-it-guide-working-campus). The guide outlines resources when working remotely, including how to access emails and files, tools for virtual meetings, and security requirements. When considering the use of personal devices, it is important to ensure that security and privacy requirements are met.

## Are Work Study students eligible for Stat Holiday pay?

Yes. Work Study students are eligible for Stat Holiday pay assuming they fall under the criteria listed under “Non-Union Technicians & Research Assistants and non-unionized student employees” in the [Stat Holiday Pay Guidelines](http://www.hr.ubc.ca/administrators/files/Statutory-Holiday-Pay-Guidelines.pdf)

## I may not be able to use all of the hours I was allocated. Am I able to scale back my project?

Yes, if you believe you will need to scale back your project and reduce the number of hours needed, please contact [workstudy.ok@ubc.ca](mailto:workstudy.ok@ubc.ca)

If you have additional questions, please feel free to reach out via email at [workstudy.ok@ubc.ca](mailto:workstudy.ok@ubc.ca).

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