Congratulations on getting an offer of funding for the Work Learn Winter 2017 term! Below are some important pieces of information about how to accept funding, hire a student, and appoint the student into their role.

Accepting funding

In order to accept our funding offer, please follow these steps:

1. UBC Payroll does not accept paper Student Appointment Forms so in order to accept our offer you must submit an eForm via the HRMS by the deadlines highlighted below. For any questions about the eForm or to get training on the process, please do not hesitate to contact your Payroll Representative.

2. A mandatory direct deposit form and a TD1 Tax Form should also be attached to the eForm and can be found word here (search “Tax”). Please note that when you submit eForms for international students you must also attach a copy of their work permit.

<table>
<thead>
<tr>
<th>Students starting work from:</th>
<th>Appointment Forms are due by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 1 – 15</td>
<td>Friday, September 1 @ 4:30pm</td>
</tr>
<tr>
<td>September 16 – 31</td>
<td>Friday, September 15 @ 4:30pm</td>
</tr>
</tbody>
</table>

If we do not receive your student appointment details by 4:30pm on September 29, 2017 (regardless of your student’s intended start date) your Winter Work Learn funding offer will be cancelled.

If you anticipate the student will work less than the total hours approved, or if you no longer intend to fill your position(s), please notify our office by e-mail as early as possible. If for any reason you’re unable to send us your student appointment details in time to meet the deadline, please connect with us at work.learn@ubc.ca

Student Recruitment and Hiring

Some of you have hired student staff before but for some, this is your first time. Please feel free to use some of our resources to support you as you hire, and onboard your student(s). You might want to consider pre-screening applicants over the phone, conducting an in-basket test to measure the candidate’s competencies, or inviting a student peer to weigh in on the interview process. To avoid any miscommunication that could happen with the hiring of students, we also encourage you to ensure that your top candidates are eligible to hold a Work Learn job.

Hourly Timesheets

Once your students have been approved and have started working, it is very important for you to ensure that the hours being reported on their timesheets are accurate and reflect the hours worked in that particular pay period. Timesheets should be submitted directly to Payroll. Please refer to UBC Payroll’s Hourly Timesheet Cut-off Schedule. We will not reimburse any hours from timesheets submitted outside of the dates of the session within which the student incurred the hours (timesheets submitted after April 30, 2018 for hours incurred during the winter session will not be reimbursed).
Please note that you will be required to use a blank timesheet (search “timesheet”) to report hours for the first pay cycle. Pre-printed timesheets from Payroll are only available to supervisors/administrators following the previous payroll run.

We look forward to a great Work Learn W17 with you as we continue collaborating to provide high quality learning to UBC students.