



# ALLARD LAW

---

## Hiring Student Worker General Guidelines

---

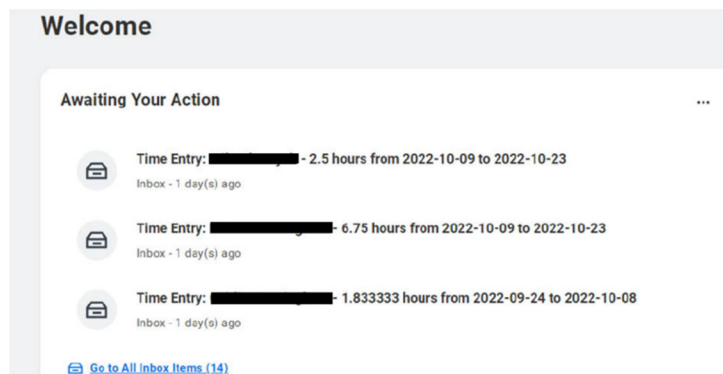
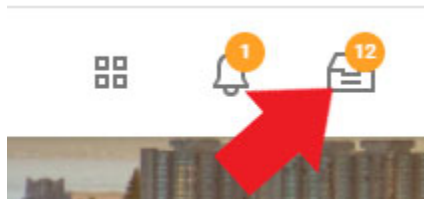
**Start Dates:** All Student Workers must be formally hired via Workday before they begin any work, including training or prep. Start dates reflect the work not the term or course start date.

**Hiring Timelines:** Due to the large volume of student appointments and multiple steps to complete a hiring process in Workday, HR requires a minimum of **2 weeks** to process appointments.

In order to provide Allard student appointment specialist with enough time to gather the required information, please submit the completed student appointment forms (SAF, Section 1 & 2) **at least 3 weeks** before the work is to begin. This will give the Allard student appointment processor sufficient time to process the appointment in Workday.

**Workday:** Be familiar with Workday and your supervisor role. Regularly check your inbox for any tasks such as timesheets approval, appointment approvals, or other.

[https://ubc.service-now.com/selfservice?id=kb\\_article&sys\\_id=03df94601b0e95141cfdeac3b24bcb09&table=kb\\_knowledge](https://ubc.service-now.com/selfservice?id=kb_article&sys_id=03df94601b0e95141cfdeac3b24bcb09&table=kb_knowledge)





# ALLARD LAW

---

## Hiring Student Worker General Guidelines

---

**Multiple Appointments:** Ask your Student Worker about any additional appointments they have at UBC and the hours they work for those appointments.

**Hours Worked:** Speak to your Student Workers about the hours they work, particularly overtime and Stat Holiday, which are paid at 1.5 the regular rate. Ask them to request approval for such hours from you in advance of working them.

### 2024 statutory holidays

Holiday	Date
New Year's Day	Monday, January 1
Family Day	Monday, February 19
Good Friday	Friday, March 29
Victoria Day	Monday, May 20
Canada Day	Monday, July 1
B.C. Day	Monday, August 5
Labour Day	Monday, September 2
National Day for Truth and Reconciliation	Monday, September 30
Thanksgiving Day	Monday, October 14
Remembrance Day	Monday, November 11
Christmas Day	Wednesday, December 25

Note that UBC is one employer under Employment Standards. This means overtime is based on total hours worked at UBC as a whole, not by department or by appointment. Overtime applies when a person works more than 8 hours in a day or 40 hours in a week.

*For example: Louise has an RA appointment in Law, as well as a second RA appointment with the Faculty of Arts, and a Work Learn appointment with the Faculty of Education. On Monday, they work 8-12 for Education, 1-3 pm for Arts, and then 4-8 pm for Law. This would result in the last 2 hours at Law being paid as overtime.*

Filename: Guidelines for Hiring Student Workers.docx  
Directory: G:  
Template: C:\Users\deb1cua\AppData\Roaming\Microsoft\Templates\Normal.dot  
m  
Title:  
Subject:  
Author: Cua, Debbie  
Keywords:  
Comments:  
Creation Date: 10/25/2022 8:54:00 AM  
Change Number: 5  
Last Saved On: 12/21/2023 1:56:00 PM  
Last Saved By: Cua, Debbie  
Total Editing Time: 8 Minutes  
Last Printed On: 12/21/2023 1:57:00 PM  
As of Last Complete Printing  
Number of Pages: 2  
Number of Words: 313  
Number of Characters: 1,631