

# Workday User Guide for ‘Visa ID Types’

## Purpose

The purpose of this user guide is to help administrators and HR staff to navigate work-authorization checks for foreign workers, select the correct ‘Visa ID Type’ on Workday, and upload the necessary documents for each option. This information will help users to confidently navigate the processes for recruiting, or extending foreign workers or working students in Workday.

It is important that UBC remains compliant with immigration law, regulations and procedures when employing foreign nationals.

## When does a work authorization check need to be done?

Canadian citizens and Permanent Residents of Canada have a SIN that **does not** start with a number ‘9’. Foreign nationals have a SIN that starts with a ‘9’, or may not have a SIN, and authorization to work must be identified before they can start or continue working.

In immigration law, **work** is an activity for which wages are paid or commission is earned, or that is in direct competition with the activities of Canadian citizens or permanent residents in the Canadian labour market. This can include unpaid work.

## What is a ‘Visa ID Type’ in Workday?

Workday calls work authorizations ‘Visa ID Types’. However, in Canada, a visa is a travel document that is linked to the passport of the foreign national. A travel authorization can be a visa sealed in the passport or an (invisible) electronic Travel Authorization (eTA), and does not authorize people to work. When Workday lists Visa ID Types, it is referring to work authorizations (also known as status documents).

Staff inputting employee information on Workday must examine a range of immigration documents that permit authorization to start or continue working. Once the valid authorization to work document(s) are identified, the correct dropdown ‘Visa ID Type’ option must be selected for reporting purposes, and the necessary documents uploaded to prove the legal criteria have been met.

A SIN starting with a ‘9’ will always expire on the same date as the work authorization. Workday sends out two prompts when work authorizations are expiring, one at six months and another at three months. Administrators should also do regular reports in their area to identify if authorizations can be extended.



## Workday 'Visa ID Types'

### Maintained Status

**Used when an existing foreign national has applied for a permit prior to the expiry of their current status.**

Foreign workers and working students may extend their status from inside Canada. It can take several months for the new work or study permit to arrive. Maintained status starts on the day their current permit expires, and authorization to work *under the same conditions as their current work or study permit* continues while their application is in process, and ends when a decision is made by IRCC.

The employee must provide a copy of the confirmation letter from IRCC that shows they applied to extend their work or study permit **before** their current work or study permit expired.

**Workday:** Once that important check has been done, the Maintained Status 'Visa ID Type' can be selected. A copy of the IRCC letter (application submitted) and current work or study permit must be uploaded to Workday.

### Maintained Status (Post-Graduate Work Permit)

**Specific to individuals who have applied for a Post-Graduate Work Permit.**

Similar to Maintained Status (above) but an additional check to be done. Students must provide an official letter/transcript from their learning institution confirming they have completed their program – keep this in a local hiring file, not Workday.

When a student has completed their program of study, they must stop work until they can provide the letter from IRCC showing they applied for a Postgraduate Work Permit (PGWP) **before** the study permit expired.

**Workday:** Maintained Status (PGWP) will apply. The IRCC letter and a copy of the study permit must be uploaded to Workday.

### Study Permit

**For foreign nationals who are working under a study permit.**

The study permit **must** contain a 'condition' clearly stating the student is authorized to work on or off campus. If the authorization to work condition is not shown on the study permit, UBC students must be directed to International Student Advising office where someone will assist them.

They cannot start work until their study permit is corrected to show the condition. If the student is not a UBC student, they should be referred to their home institution. Some students are not authorized to work - this may not be an error.

**Workday:** A study permit must be uploaded to Workday when a student is working, even if the work is unpaid.

### Work Permit (Co-op/Internship)

**For students who have a co-op placement or internship related to their program of study.**

If a co-op or internship is an integral part of their program, students must hold a co-op work permit *in addition to* their study permit. This is because they are being released from their course of study to work full-time when their program is still in session.

The co-op or internship work permit *must be used for work required for the student's program of study*. If this is not a UBC student, their home institution must provide a confirmation letter explaining the purpose and duration of the co-op/internship, and that the student remains actively engaged in their studies.

**Workday:** The co-op work permit and study permit must be uploaded to Workday, plus any confirmation letters.

### Work Permit (LMIA Exemption)

**For foreign workers whose work permit is issued under a Labour Market Impact Assessment (LMIA) exemption.**

Commonly used for Postdoctoral Fellows, Visiting Professors and Clinical Fellows. UBC is named as the Employer on the work permit as UBC processed an LMIA Exempt Offer of Employment on the Employer Portal, generating a number that starts with the letter 'A'.

Faculty Relations processes some faculty hires through an LMIA exemption, and HR Advisory Services processes a few cases each year for staff in prescribed categories. Foreign nationals will not get their first work permit until they land in Canada.

**Workday:** The work permit should be checked for errors and then uploaded to Workday.

### Work Permit (LMIA)

**For those who obtained a work permit under an LMIA.**

LMIA's are processed in Human Resources or Faculty Relations. Or, for rarer staff LMIA's, HR Advisory Services will pass on a copy of the LMIA approval to the department and the new hire so they can obtain a work permit. The LMIA number does not start with a letter 'A'.

The LMIA work permit will show UBC as the employer, job title and location(s) of the job.

**Workday:** The work permit should be checked for errors and uploaded to Workday.

### Work Permit (Open)

**For those with an open work permit, which is a permit that does not specify the employer or occupation.**

May be spouses of foreign workers or students, postgraduate work permit holders, people on working holidays or bridging open work permits. The Employer section on the work permit will say Open or Any. You must read the conditions on the open work permit as certain jobs or locations may be excluded.

It is up to the individual to maintain their authorization to work in Canada. Being offered a job by UBC does not guarantee that UBC will support them with future permanent residency applications.

**Workday:** The work permit should be checked and then uploaded to Workday.

### Work Without a Permit (Authorized)

**For individuals with authorization to work without a work permit.**

Includes business visitors, honorary appointments, affiliates, or short-term researchers at Canadian publicly-funded institutions (120 days maximum).

All work permit exempt visitors or researchers must declare the purpose of their visit and provide a copy of their formal UBC invitation letter upon entry to Canada. If the role is paid, they must ask the officer for a Visitor Record. A Visitor Record is a document (similar to a work permit) or passport stamp with an expiry date under it that is needed to get a SIN. Failure to obtain a Visitor Record can cause problems with payroll.

**Workday:** The formal invitation letter and a copy of the Visitor Record (if there is one) must be uploaded to Workday.