

**Welcome to the first edition of our remote Workday Wednesday series!**  
**We will begin shortly - please note:**

- We have **muted your audio and turned off your camera** to ensure higher quality sound during the session. **Please ensure your audio and camera remain off** throughout the entire presentation.
- If you have a technical issue during the session, please use the **chat** feature.
- We will **answer questions at the end of the session.**
  - ★ **To ask questions...**
    - Click on the **Chat icon** at the bottom of your screen in Zoom
    - Type in your questions and view questions from colleagues

# INTEGRATED RENEWAL PROGRAM

Workday Wednesday: Student Hires in Workday

April 8, 2020

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# TODAY'S OUTLINE



Workday at UBC



Student Hires in Workday – Review and Demo



Q&A – Use the 'Chat' box at the bottom of your screen on Zoom

# WHY WORKDAY?



A **new set of tools** to replace 25 year-old institutional systems which have reached end of life.



A **better user experience** for faculty, staff and students – anywhere, anytime.



Streamlining administrative processes to make our work **easier and faster**.



**Real-time data** and reporting for effective decision making and more transparency.

# WHAT IS IN SCOPE?\*



## STUDENT

- Admissions (Undergraduate)
- Assessment Outcomes
- Curriculum Management (limited)
- Enrolment
- Graduation
- Learner Financial Management
- Learner Financial Support
- Learner Management
- Program Planning and Management
- Progression
- Registration
- Scheduling
- Transfer Credit



## HUMAN RESOURCES

- Benefits
- Compensation
- Core HR Management (incl. Onboarding/Off-boarding)
- Payroll
- Recruitment
- Time & Absence



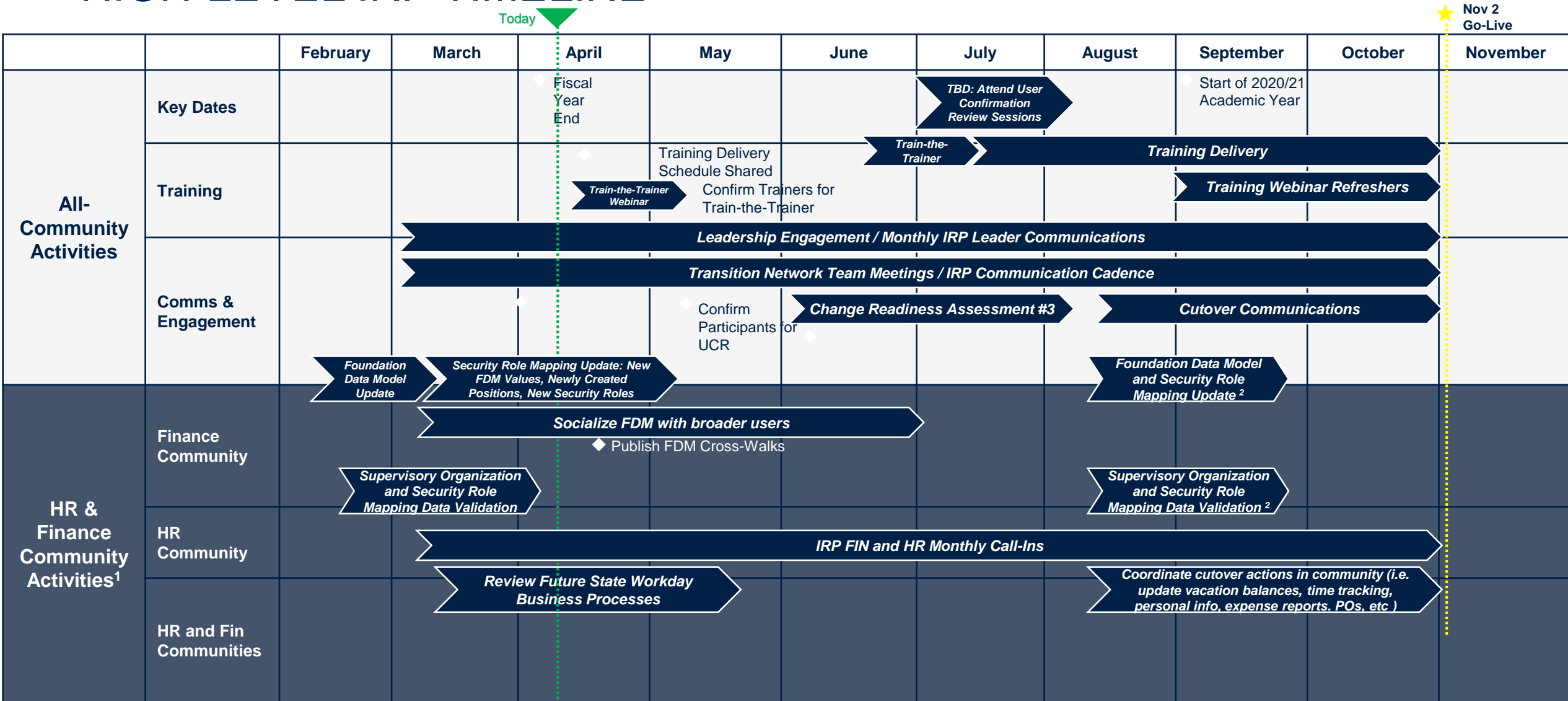
## FINANCE

- **Budget Development (core to Workday) \***
- Capital and Asset Accounting
- Endowment Accounting (UBC Methodology)
- **Forecasting (Workday Planning) \***
- Institutional Accounting
- Procure to Pay
- Research/Post Award Grants Administration
- Revenue Accounting
- Treasury and Cash Management
- Travel and Expense

\* Will be implemented in Release 2

\*Scope areas listed have budget approval. This is a multi-year program and new functionality will be introduced to meet UBC's evolving needs in subsequent years.

# HIGH-LEVEL IRP TIMELINE





# HIGH LEVEL HR DEPARTMENTAL WORKFLOW

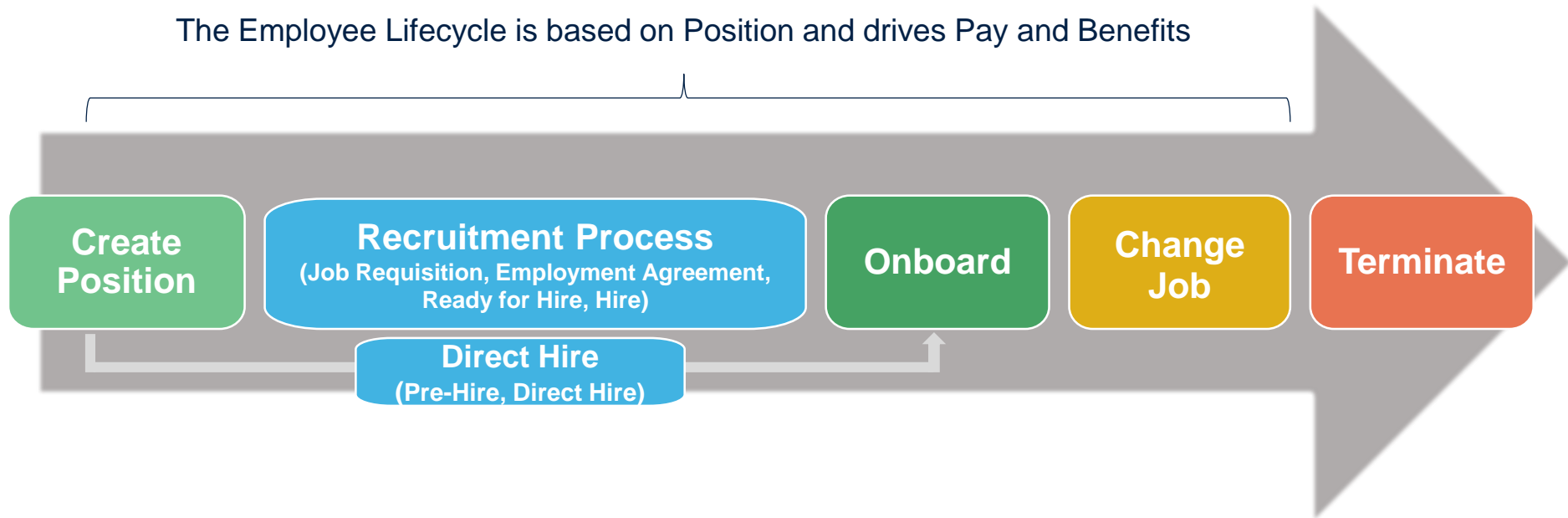
The following HR security roles are involved **in the department** when initiating and approving HR business processes within the Sup Orgs they support.....





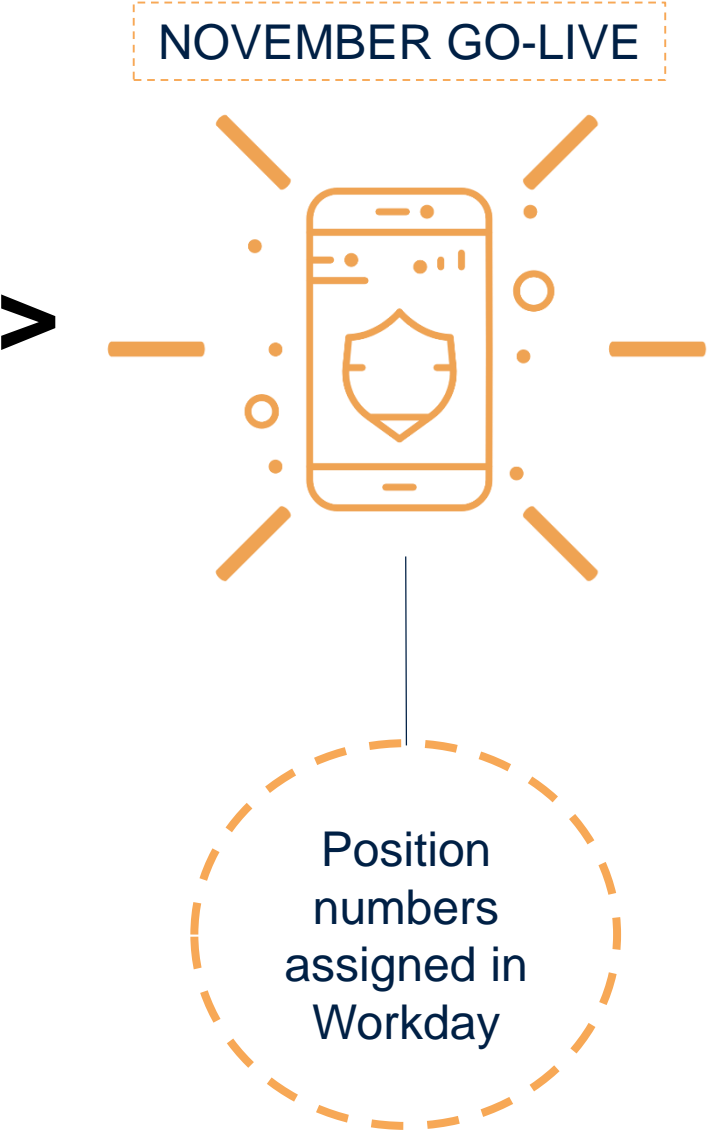
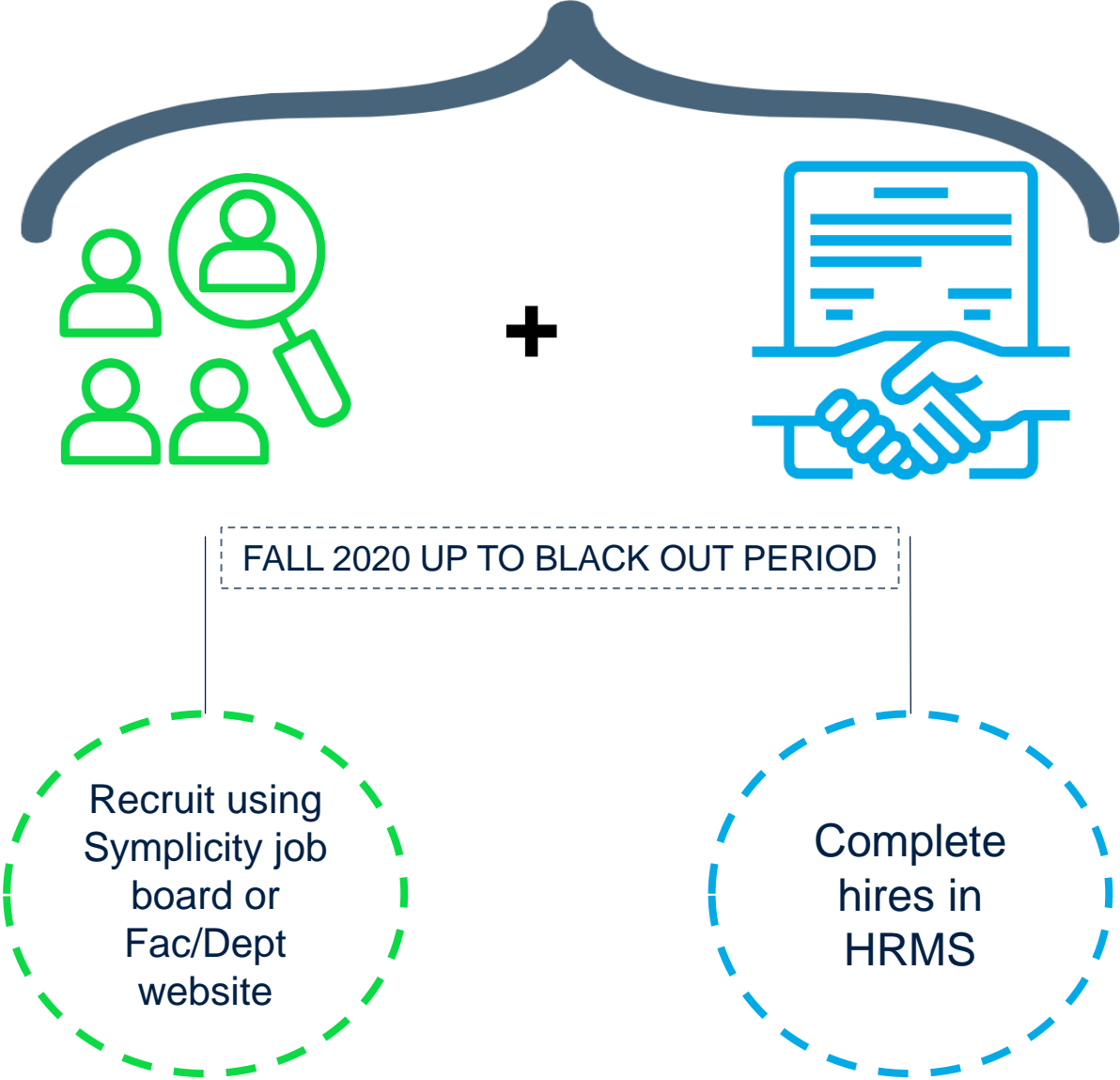
# THE EMPLOYEE LIFECYCLE – STAFF & STUDENT WORKERS

The Employee Lifecycle is based on Position and drives Pay and Benefits





# STUDENT HIRES FALL 2020





**Create Position** is the process which opens an active position within a Supervisory Organization. A position is the “chair” which can be filled by employees, and the “chair” remains in the Supervisory Organization as employees join and leave UBC.

### Currently..

We use **pooled positions** to reflect multiple employees in that position using one position ID.

We can create multiple positions that share the same details at one time (*ie. through pooled positions*)

We use position management to open positions for **most** employees (example – Student hires do not always require a position).

### With Workday..

No more pooled positions!  
There will be a **one-to-one** relationship between positions and employees, each with a unique position ID.

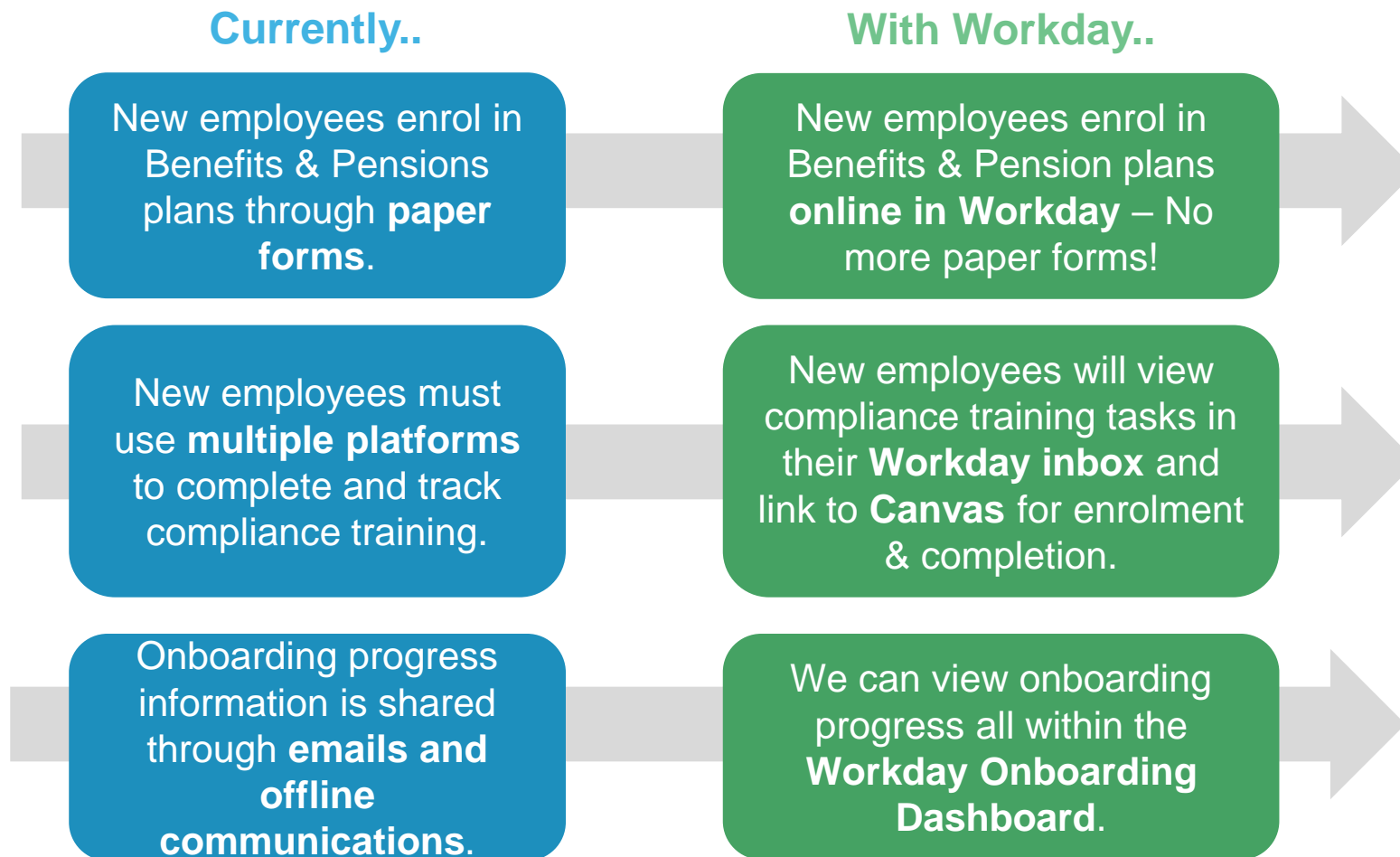
We can **continue** to create multiple positions that share the same details at one time (*through the Create Position initiation step*)

We will use Workday to open positions within Supervisory Organizations **for all employees.**





**Onboarding** is used for new employees to UBC and provides them with a central location in Workday to enrol in their Benefits/Pension plans (as applicable), enter banking and tax information, update their personal information, and more.



# DEMO – STUDENT HIRES IN WORKDAY



# UPCOMING ENGAGEMENTS

| Date     | Topic   | Location             | Time              | Audience   |
|----------|---|----------------------|-------------------|--|
| April 14 | <b>BUSINESS PROCESS PACKAGE CALL-IN #1:</b> In this session, we will review Create Position, Recruitment, Direct Hire, and Onboarding.  | <a href="#">Zoom</a> | 1:00 – 2:00pm     | Transition Leads, Captains, Finance Managers, and Central HR |
| April 15 | <b>WORKDAY WEDNESDAY:</b> Q&A drop-in and live demo   | <a href="#">Zoom</a> | 12:00 – 1:00pm    | All UBC employees  |
| April 17 | <b>BUSINESS PROCESS PACKAGE CALL-IN #2:</b> In this session, we will review Change Job, Termination, Academic Appointments, Compensation, Benefits, Enter Time and Request Time Off.                          | <a href="#">Zoom</a> | 3:30 – 4:30pm     | Transition Leads, Captains, Finance Managers, and Central HR |
| April 21 | <b>TRAIN-THE-TRAINER WEBINAR:</b> Session for Workday trainers to review trainer requirements, business processes in Workday Training tenant, and timelines.  | Zoom                 | 10:00 – 11:30am   | Workday Trainers   |
| April 21 | <b>BUSINESS PROCESS PACKAGE CALL-IN #3:</b> In this session, we will review Financial Accounting + Institutional Reporting, Supplier Accounts + Procurement, Travel + Expense, and Internal Service Delivery. | <a href="#">Zoom</a> | 3:00 – 4:00pm     | Transition Leads, Captains, Finance Managers, and Central HR |
| April 22 | <b>IRP FINANCE AND HR CALL-IN:</b> Earnings Distribution Changes Including Retroactive Adjustments to the General Ledger (Cost Allocations)   | Zoom                 | 11:00am – 12:00pm | All UBC employees  |
| April 22 | <b>BUSINESS PROCESS PACKAGE CALL-IN #4:</b> We've left this session open for any follow-up questions from the previous three call-in sessions.  | <a href="#">Zoom</a> | 2:00 – 3:00pm     | Transition Leads, Captains, Finance Managers, and Central HR |
| April 28 | <b>HR CALL-IN:</b> Workplace Learning   | Zoom                 | 9:00 – 10:00am    | All UBC employees  |
| May 5    | <b>WORKDAY WEDNESDAY:</b> AEP Takeover! Do you know which applications you use today will be replaced by or integrate with Workday? This session will review common UBC application dispositions.             | Zoom                 | 12:00 – 1:00pm    | All UBC employees  |

# QUESTIONS



Next Workday Wednesday: Open Demo and Q&A | Wednesday, April 15 | 12:00 – 1:00pm | Zoom