

# IRP - IN THE KNOW

UBCO's newsletter for the latest updates on IRP HR,  
Finance, and Student



## WORKDAY TIP OF THE MONTH



### How to: Easily 'Select All' when Running a Report

**Ledger Summary - Distributed**

Instructions This report only allows to run by Fiscal Year (ending the...)

Organization \* faculty of health and social development X

Period \* Search Results (50)

Worktags

Filter Name

Manage Filter

0 Saved Filter

Program: PM003878 Dean's Office FHSD | Faculty of Health and Social Development | Provost and VP Academic - Faculties - UBCO

Program: PM003952 Health and Exercise Sciences | Faculty of Health and Social Development | Provost and VP Academic - Faculties - UBCO

1

Enter search parameters into the applicable field. In this example, 'Faculty of Health and Social Development' has been entered under the 'Organization' field.

2

Hit CTRL+A and Enter. This will select all organizations within your parameters. You can then filter out any irrelevant organizations within the report once it's been run.

Instructions

Organization \* Search

Program: PM003952 Health and Exercise Sciences | Faculty of Health and Social Development | Provost and VP Academic - Faculties - UBCO

Program: PM003878 Dean's Office FHSD | Faculty of Health and Social Development | Provost and VP Academic - Faculties - UBCO

Program: PM003952 Health and Exercise Sciences | Faculty of Health and Social Development | Provost and VP Academic - Faculties - UBCO

Cost Center: CC00839 Dean's Office | Faculty of Health and Social Development | Provost and VP Academic - Faculties - UBCO

## MAY MEETING RESOURCES

**ISC Call-in Session: Student Appointments in Workday**

Recording and slides available at  
[www.isc.ubc.ca/events](http://www.isc.ubc.ca/events)

**UBCO Student Hires Session**

Recording and slides available at  
[www.irp.ubc.ca/resources/ubco](http://www.irp.ubc.ca/resources/ubco)

**UBCO Costing Allocations Session**

Slides available at  
[www.irp.ubc.ca/resources/ubco](http://www.irp.ubc.ca/resources/ubco)

# UPCOMING SURVEY TO GATHER FEEDBACK ON HR + FINANCE ADMINISTRATIVE PROCESSES

The Integrated Service Centre (ISC) will be distributing a survey from June 1 to 18 to randomly selected faculty members and staff on both UBC campuses. The purpose of this survey is for UBC employees to provide insight, post Workday go-live, on systems and processes in six areas of HR and Finance functionality. For more details on the survey, [please visit the ISC website](#) or contact [Lauren](#) if you have any questions.



**ISC Call-in Session Slides and Recordings are Available at**  
[www.isc.ubc.ca/events](http://www.isc.ubc.ca/events).

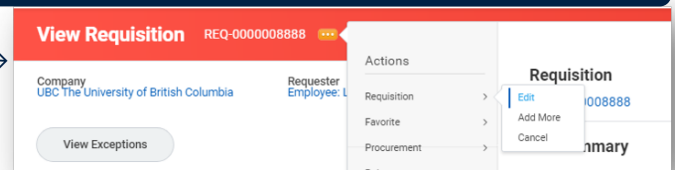
Contact [Lauren.Hatchard@ubc.ca](mailto:Lauren.Hatchard@ubc.ca) with any questions about previous/upcoming Workday engagements.

## KNOWN ISSUE: PURCHASE REQUISITION TAX ERROR

If you encounter the error below when attempting to submit a purchase requisition, please follow the next steps to resolve this issue.

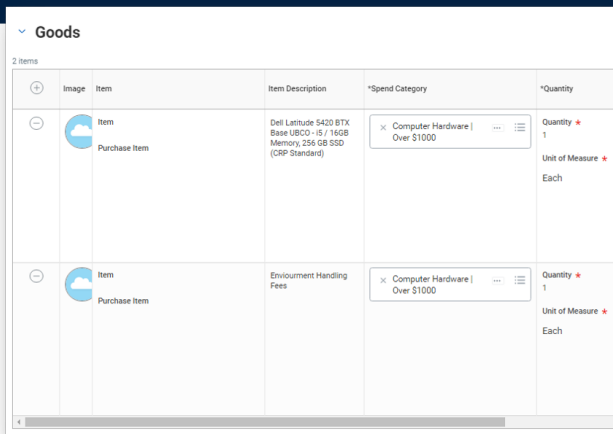


If your Purchase Req is already saved/in-progress, navigate to your Req, click the three dots beside the REQ#, hover over 'Requisition' and click 'Edit'.



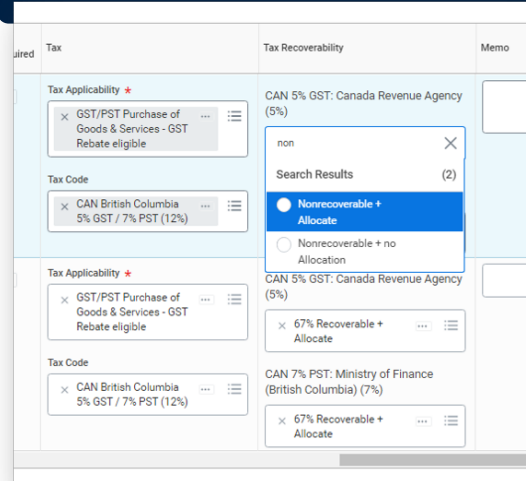
1

Scroll down to the 'Goods' section of your Purchase Req



2

Scroll right until you reach the 'Tax Recoverability' section. Change all sections to 'Nonrecoverable + Allocate' and submit!



## FEATURE KNOWLEDGE BASE ARTICLE

How do I verify my Life Insurance Beneficiary? For information and instructions on completing this action in Workday, [visit the Knowledge Base article here](#). Additionally, it may also be helpful to review [how to change beneficiaries in Workday](#).

# FREQUENTLY ASKED QUESTIONS: STUDENT HIRES



How can I know if the student I'm hiring has another job to ensure their FTE is not over 1.0?

This should be discussed with the student when sorting out the appointment details. Ask them if they've ever had a job with UBC and if they are currently working in another job at UBC. This has implications on the number of hours they are working and how you submit the appointment. If they do work more than one FTE, overtime hours will apply. This is important information to collect from the student when going through the hire process and stating their appointment.



Can I use the One-Time Payment BP for student workers?

Students are not eligible for One-Time Payment. The Integrated Service Centre is working to determine the best direction and if anything needs to be changed in Workday. More information will be communicated regarding this topic. In the meantime, please consult with your HR Advisor regarding student employees, Graduate Studies/Enrolment Services regarding student awards, or your Finance Manager regarding student suppliers. Please also note what the One-Time Payment is for – if it's for additional work, then a One-Time Payment should never be used. This should be entered through time entry if it's actual hours of work they are being compensated for. This ensures their EI hours are accurate and that they're taxed correctly.



When a hire has been submitted for approval, how can the supervisor confirm the salary/hourly rate has been entered correctly? Currently, they can only see a percentage, not dollar amount.

We recommend the initiator of the hire BP add the salary/hourly amount in the comments section for the approver to view. We are hoping to see this issue resolved in a future Workday release.



## CONTACT THE INTEGRATED SERVICE CENTRE

If you need immediate Workday assistance, contact the ISC at (250) 807-8163. More contact information for the ISC Leadership Team is available at [www.isc.ubc.ca/contact](http://www.isc.ubc.ca/contact).

### Call the ISC

To speak directly to a service representative or if the query is urgent, the ISC can be reached at **250-807-8163**.



**Hours of operation:** Monday - Friday 8:00 a.m. - 5:00 p.m.

