

IRP - IN THE KNOW

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



WORKDAY TIP OF THE MONTH



How to: Add Others to your Job Requisition

You can add as many Primary Recruiters and Search Committee Members to your Job Requisitions as you wish! The trick is to have one line per security role (e.g. Primary Recruiter) and add all applicable names into the same box, as shown in the image below.

Assign workers to roles. Your role changes will take effect at the beginning (midnight) of the date in Pacific Time (GMT-8 or, during daylight saving time, GMT-7).

Effective Date 2021-06-09

Assign Roles 2 items

Role	Restricted to Single Assignment	Assigned to	Current Effective Date
Primary Recruiter	<input type="checkbox"/>	P000006290 Change Management Analyst - Lauren Hatchard P000075207 HR Functional Analyst - Ashley Bloor	2021-04-07
Search Committee Member	<input type="checkbox"/>	P000075207 HR Functional Analyst - Ashley Bloor P000006290 Change Management Analyst - Lauren Hatchard	2021-04-07

One line per security role

Add as many names as you need to in the same box

JR2562 Communications and Engagement Specialist (Open)

Actions

- Compensation >
- Copy >
- Favorite >
- Job Change >
- Reporting >
- Roles >

JR2562 Communications and Engagement Specialist (Open)

Recruiting Start Date 2021-04-07

Target Hire Date 2021-04-07

Mirina Mananor Jennifer

Assign Role

View Role Assignment Audit History

View Role Assignment History

Security History

1

Search 'My Open Job Requisitions' in Workday

2

Hover over the Job Req and under 'Roles' click 'Assign Roles'

3

There should be one line per security role. You can add names to each line depending on the security role you'd like to assign.

AUGUST ENGAGEMENTS

Click the links to register and find descriptions for these sessions, then add them to your calendar.

One-Time Payment Call-in Session

Tuesday, August 10th from 11:00am - 12:00pm

[Register here](#)

Leader-Led Costing Allocations Refresh Session

Thursday, August 26th from 1:00 - 3:00pm

[Register here](#)

If you'd prefer to do this refresher on your own, [find the materials here](#).

Sessions for Faculty Members

Expenses: [Tuesday, August 24th 2:00 - 3:00pm](#)

Approvals: [Wednesday, August 25th 10:00 - 11:00am](#)

Grants: [Wednesday, August 25th 1:00 - 2:00pm](#)

Delegations: [Thursday, August 26th 10:00 - 11:00am](#)

ONE-ON-ONE WORKDAY HELP SECURITY ROLE REQUESTS



Looking for help using Workday? Contact Lauren to schedule a one-on-one session!



Lauren.Hatchard@ubc.ca

If you need to make any changes or additions to security roles in your organizations, please download the request template [here](#). Once you've completed the template, please email it to finance.ubco@ubc.ca for review. After your request template has been reviewed, you will be asked to submit your request through the ISC [following the process listed here](#).

IMPORTANT INFO: FUNCTIONAL UNIT HIERARCHY

It is important to ensure all employee positions are set up with the correct Functional Unit Hierarchy (FUH) in Workday. **UBC - Okanagan should never be listed as the FUH on a position.**

To view an employee's FUH, navigate to the employee's profile, click 'Overview', then 'Organizations'. If the FUH is listed as 'UBC - Okanagan', please update this to the correct department. **Never create new positions with the FUH as UBC - Okanagan.**

To change an existing employee's FUH, use the "Change Job" business process listing 'Change Location/Business Title' as the reason. Please note, Change Job is only an applicable business process for active employees.

To update a vacant position (or if the employee has not yet started in the position), use the 'Change Organization Assignments' business process. Use the employee's future start date as the effective date in order to find the position.

All UBCO Functional Unit Hierarchies can be found on the next page.

IT ONBOARDING AND OFFBOARDING FORMS

Do you have new staff starting or staff leaving UBC? UBCO employees have unique accounts and equipment that aren't coordinated via Workday. The UBCO IT Services team has created two simple-to-use forms in the UBC Self-Service Portal to help manage the IT needs of staff joining or leaving UBC Okanagan.



[Okanagan - Employee IT Onboarding form](#)

[Okanagan - Employee IT Offboarding form](#)

These forms take care of the IT needs unique to UBCO employees and must be submitted **in addition to** the Workday business processes.

Learn more about these forms in the UBCO IT Knowledge Base:

- [UBCO IT Onboarding form](#)
- [UBCO IT Offboarding form](#)

LIST OF UBCO FUNCTIONAL UNIT HIERARCHIES

Organization	Code	Organization	Code
UBC - Okanagan	OKON	UBCO - Office of Research Services	OKOR
UBCO - Deputy Vice Chancellor and Principal	OKVC	UBCO - Office of the Provost and VP Academic	OKAR
UBCO - Faculty of Education	OKED	UBCO - Student Develop and Advising	OKSD
UBCO - Faculty of Applied Science	OKAS	UBCO - Learning Factory	OKLF
UBCO - AVP Students	OKST	UBCO - Nursing	OKNR
UBCO - VP Research	OKRS	UBCO - Planning and Institutional Research	OKER
UBCO - Associate VP Finance and Operations	OKAF	UBCO - Survive and Thrive Applied Research	OKSA
UBCO - Provost and Vice President Academic	OKPR	UBCO - Office of Infrastructure Development	OKID
UBCO - Barber - Faculty of Science	OKBR	UBCO - Social Work	OKSW
UBCO - AVP Learning Services	OKAL	UBCO - University Relations	OKUR
UBCO - Faculty of Health and Social Development	OKHS	UBCO - Student Recruitment and Advising	OKRA
UBCO - College of Grad Studies	OKGS	UBCO - Sustainability Institute	OKSN
UBCO - Faculty of Creative and Critical Studies	OKCC	UBCO - University Industry Liaison Office	OKUI
UBCO - Faculty of Management	OKMG	UBCO - Vice Provost and Dean Graduate Post-Doctoral Office	OKPO
UBCO - Barber - Faculty of Arts and Social Sciences	OKBA	UBCO - VP Research Office	OKRO
UBCO - Alumni Relations	OKRE	UBCO - Campus Mail	OKRM
UBCO - Aboriginal Programs and Services	OKAP	UBCO - Bookstore	OKBK
UBCO - Animal Care Services	OKAN	UBCO - Campus Planning and Develop	OKPL
UBCO - Athletics and Recreation	OKAT	UBCO - Academic Advising	OKAC
UBCO - Development	OKDV	UBCO - Finance Operations	OKFS
UBCO - Faculty of Arts and Social Sciences - Dean's Office	OKBT	UBCO - Family Practice	OKFL
UBCO - Applied Science, Dean's Office	OKAD	UBCO - Housing and Conferences	OKHC
UBCO - Business Operations	OKBO	UBCO - Career and Coop	OKAM
UBCO - Creative Studies	OKCR	UBCO - Dining Services	OKDS
UBCO - AVP Students Office	OKSO	UBCO - Parking	OKPK
UBCO - Faculty of Science - Dean's Office	OKBD	UBCO - Student Experience Office	OKCL
UBCO - Community Service Learning Program	OKLE	UBCO - Industry Liaison Office	OKIL
UBCO - Associate VP Learning Services Office	OKLR	UBCO - Learning Centre	OKLC
UBCO - Creative and Critical Studies - Dean's Office	OKCD	UBCO - Ceremonies and Events	OKCE
UBCO - Deputy Registrar	OKRG	UBCO - Enrolment Services	OKES
UBCO - Centre for Teaching and Learning	OKTL	UBCO - Risk Management Services	OKSE
UBCO - Associate VP Finance and Operations Office	OKOP	UBCO - Facilities Planning	OKSG
UBCO - Canadian Institute Inclusion and Citizen	OKCI	UBCO - Food Services	OKFD
UBCO - Equity and Inclusion	OKEQ	UBCO - Construction Management Office	OKCM
UBCO - Faculty of Health - Dean's Office	OKHD	UBCO - Go Global: International Learning	OKGL
UBCO - Finance	OKFI	UBCO - Sustainability	OKSB
UBCO - BRAES	OKSR	UBCO - Disability Resource Centre	OKDR
UBCO - IKBSAS - Earth, Environment and Geosciences	OKB7	UBCO - Facilities Management	OKFM
UBCO - Institute of Community Engaged Research (ICER)	OKIC	UBCO - Project Services	OKPM
UBCO - Deputy Vice Chancellor and Principal Office	OKDO	UBCO - Student Services and Financial Support	OKFA
UBCO - Faculty of Management - Dean's Office	OKMD	UBCO - Southern Medical Program	OKMP
UBCO - Human Resources	OKHR	UBCO - Security	OKSP
UBCO - IKBSAS - History and Sociology	OKB6	UBCO - Postgraduate Medical Education	OKME
UBCO - Healthy Living and Chronic Disease Prevention	OKDP		
UBCO - IKBSAS - Chemistry	OKB3		
UBCO - International Student Advising	OKIA		
UBCO - Materials and Manufacturing	OKMM		
UBCO - School of Health and Exercise Science	OKHK		
UBCO - Sexual Violence Prevention and Response	OKSV		
UBCO - Education - Dean's Office	OKEO		
UBCO - Filter Lab	OKFT		
UBCO - Graduate Studies - Dean's Office	OKGD		
UBCO - IKBSAS - Biology	OKB2		
UBCO - IKBSAS - CompSci, Mathematics, Physics and Statistics	OKB5		
UBCO - IKBSAS - Psychology	OKB4		
UBCO - Institute for Socioeconomic Development	OKEC		
UBCO - International Students Initiative	OKIS		
UBCO - English and Cultural Studies	OKCS		
UBCO -Health and Wellness	OKHW		
UBCO - IKBSAS - Community, Culture and Global Studies	OKB1		
UBCO - IKBSAS - Economics, Philosophy and Political Sciences	OKB8		
UBCO - IT Services	OKIT		
UBCO - Office of Campus Planning	OKCP		
UBCO - Language and World Literature	OKCW		
UBCO - Library	OKLB		
UBCO - Office of Campus Operations and Risk Management	OKCO		

FEATURED IN WORKDAY THIS WEEK

New Time Entry Code - 'Stat Holiday Additional Hours' for Part-Time Salaried Workers

A new time entry code 'Stat Holiday Additional Hours' is available to be used for part-time salaried workers that are sometimes owed additional stat holiday hours (for example, the stat falls on their day off). Going forward this new time entry code will be used instead of the 'Additional straight hours (part-time staff)' code that has been previously used. More details and resources are provided in **Workday This Week**.

Worker Position Earning Costing Allocations with Earning Type - 'External Funding'

Worker Position Earning Costing Allocations with Earning Type 'External Funding' will be end-dated August 31, 2021 if they do not have a prior end date. Departments should ensure that all employees have active Worker Position costing allocations for each position. More details are provided in **Workday This Week**. ADD REASON

Administrators and managers who assign and maintain costing allocations for UBC employees are recommended to take the new **Workday Costing Allocations course**.

..... **COMING SOON TO THE ISC KNOWLEDGE BASE**

The ISC is in the process of creating new materials covering 'New Hire Onboarding' and 'Student Hires'. These documents will be shared as soon as they are available.

Contact the ISC

To speak directly to a service representative, or if the query is urgent, the



ISC can be reached at **(250) 807-8163**. **Submit a ticket here**.

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

