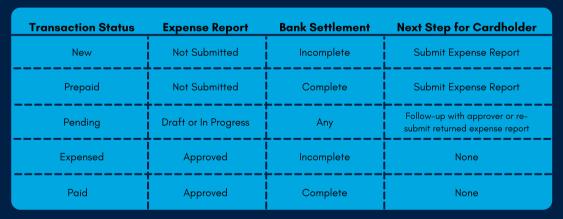# IRP - IN THE KNOW

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

WORKDAY TIP OF THE MONTH

How to: Understand Different Transaction Statuses on Your UBC Visa Card Transactions

Transaction Status	Expense Report	Bank Settlement	Next Step for Cardholder
New	Not Submitted	Incomplete	Submit Expense Report
Prepaid	Not Submitted	Complete	Submit Expense Report
Pending	Draft or In Progress	Any	Follow-up with approver or re-submit returned expense report
Expensed	Approved	Incomplete	None
Paid	Approved	Complete	None

More information can be **found here**.

REMINDER FOR HOURLY EMPLOYEES: SUBMIT YOUR HOURS WORKED BY THE PAY PERIOD DEADLINES!

Please ensure hours worked are ***submitted for the period worked***. We have encountered challenges with retroactive time submission. To avoid any disruptions in pay, please adhere to the **pay period deadlines outlined here**.

SEPTEMBER ENGAGEMENTS

Workday Wednesday: Submitting Time and Absence (Hourly Employees)
Wednesday, September 8th from 10:00 – 11:00am
Register here

Workday Wednesday: Onboarding
Wednesday, September 22nd from 10:00 – 11:00am
Register here

Workday Wednesday: Viewing Team Time and Absences (Managers)
Wednesday, September 15th from 10:00 – 11:00am
Register here

Workday Wednesday: Finance + HR FAQs
Wednesday, September 29th from 10:00 – 11:00am
Register here

IRP Student Community Town Hall
Wednesday, September 29th from 3:00 – 4:00pm
Register here

NEW TRAINING COURSES

Workday Essentials for Student Workers
This course has been designed for new/returning student hires who were previously being directed to "HR 101 for Hourly Staff".
Workday Essentials for Contingent Workers
This course has been designed for new/returning contingent workers, as there was previously no course specific to them.

ONBOARDING RESOURCES

A new Knowledge Base article has been developed to assist new UBC employees with their onboarding tasks in Workday. Please share this link with any new hires in your unit.

Onboarding Knowledge Base Article Link

RESOURCES FOR FACULTY MEMBERS

Recordings from August Faculty Sessions

Expenses Session Recording
Approvals Session Recording
Grants Session Recording
Delegations Session Recording

Helpful Links

How to apply for a UBC Visa card
How to submit an expense report for reimbursement (out of pocket)
How to claim an expense against your Faculty PD Funds
How to view your Grants Dashboard

UNDERSTANDING THE TERMINATION AND END JOB TASKS

When you need to terminate an employee from a position in your department, the Termination Business Process may not always be the appropriate task to use! In addition to the **Terminate Employee** task, there is another task in Workday called **End Job**. These Business Processes are similar, but are used in different scenarios. Please refer to the table below to ensure you are using the correct Business Process when you need to end an employee's position in your department.

Terminate Employee	End Job
Scenario: The employee has one position with UBC and they are leaving the university entirely Note 1: You cannot terminate an employee that has multiple jobs. You must end the additional jobs before you terminate the employee. Note 2: If an employee is resigning from your department to accept another position at UBC with no break in service, **do not process a termination**. The new department will submit a **Change Job** task to move the employee.	**Scenario:** The employee has multiple jobs with UBC and only one of the positions is ending Note: You can only end an additional job and not switch the employee's primary job. You may need to use the **Switch Primary Job** task before ending the additional job.

STUDENT ONE TIME PAYMENT INFO

The Integrated Service Centre (ISC) team hosted a Call-in Session on Student One Time Payments. This session provides useful information on when to pay students via various processes and other scenarios where you may need to pay a student. The session recording and presentation slides can be found on the **ISC website here**.

CREDIT CARD LIMIT CHANGE REQUESTS

Your UBC Credit Card can be used for transactions under $3,500. Splitting payments goes against UBC Expenditure Guidelines and is not the correct process to reconcile transactions over $3,500. To apply for a transactional or monthly limit change on your existing corporate credit card in Workday, please follow the **instructions listed here**.

WORKDAY 2021 RELEASE 2 (SEPTEMBER 2021)

Twice per year, in March and September, Workday delivers a system release. The ISC manages and adopts these regular releases from Workday to ensure the system remains current. Workday 2021 Release 2 will go into production on September 11. Workday will be unavailable from 11pm Friday, September 10 to 3am Saturday, September 11. For a detailed list of the changes you'll notice in the September release, please **review the Workday Releases page here**.

REMINDER: CREATE RECEIPT

Vendor invoices are *not paid* until the goods/services have been 'received' in Workday. It is important for the UBCO campus community to remember to create the receipt, via the **Create Receipt task in Workday**, which confirms the goods/services have been received.

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.*