

IRP - IN THE KNOW

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



OCTOBER ENGAGEMENTS



Workday Wednesday: Sup Org and Security Role Requests

Wednesday, October 6th (past session)

[View slides and recording here](#)

Workday Wednesday: Claiming your PD Funds (Staff)

Wednesday, October 20th from 11:00am - 12:00pm

[Register here](#)

Workday Procurement 101

Thursday, October 14th from 11:00am - 12:00pm

[Register here](#)

Workday Wednesday: Finance + HR FAQs

Wednesday, October 27th from 10:00 - 11:00am

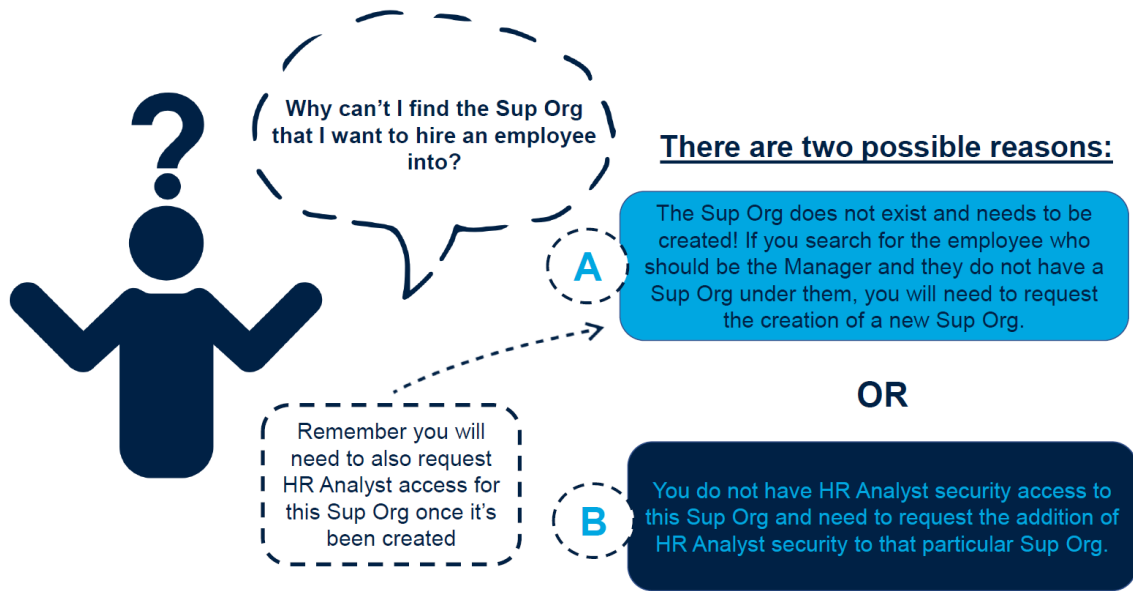
[Register here](#)

REMINDER FOR ADMINISTRATORS: STUDENT EMPLOYEES SHOULD ONLY BE 'TERM', NEVER 'ONGOING'

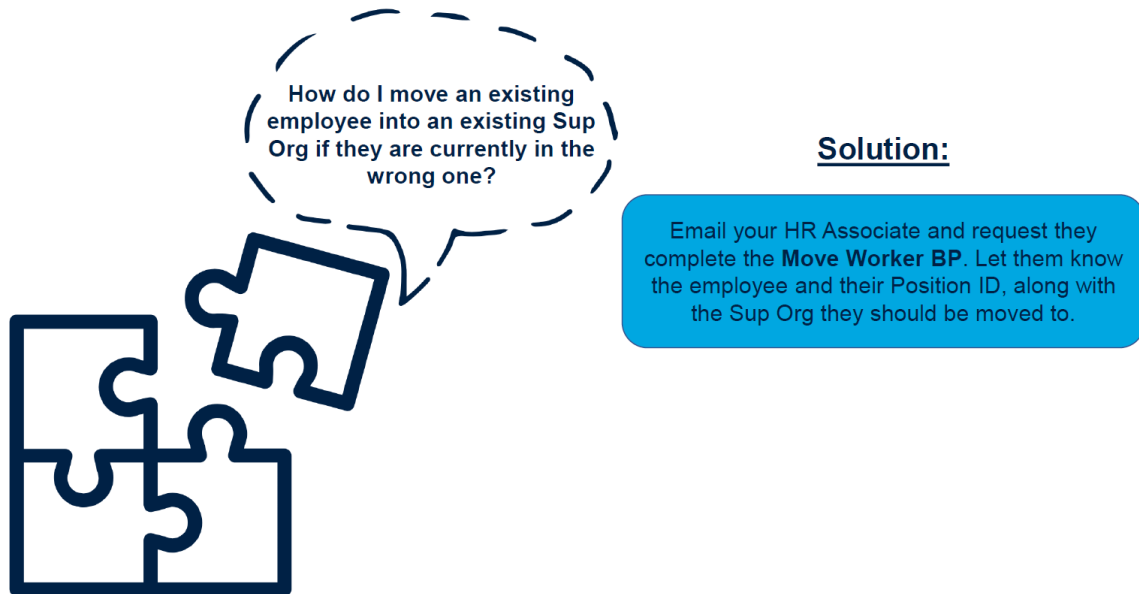


All student employees **must be term**, not ongoing. If there is an ongoing student hire, when Workday runs the integration report and detects this, Workday will process the End Job BP. Please ensure your students are term employees in Workday. If you need to change an employee's job from ongoing to term, this can be completed via the **Change Job BP**.

COMMON SCENARIOS FOR ADMINISTRATORS AND HOW TO FIX THEM



[How to request the creation of a new Sup Org](#)
[How to submit security role requests](#)



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](#).

REMINDER: NEW TRAINING COURSE

A new Workday training course is available for Timekeepers. If you are submitting time on behalf of hourly employees and/or approving hours (and you are not the employee's manager), we highly recommend [enrolling in the Workday for Timekeepers training course](#).

WEEKLY UPDATES ON PAYROLL ACCOUNTING ADJUSTMENTS

A Payroll Accounting Adjustment (PAA) is required each time an end user submits or updates a record in Workday to retroactively update an employee's costing allocation. Payroll is currently manually entering PAAs to redirect the employee's salary and benefit costs to the correct worktags. The status of PAAs processing is updated every Wednesday on the [UBC Finance website](#). This section also has FAQs that can be helpful in answering common PAA queries. If the PAAs have been completed for a pay period, and you are still seeing an unexpected discrepancy, this is the appropriate time to submit a ticket via the [Integrated Service Centre](#). Thank you for your support as we continue to work on reducing PAA volumes.

TAKING AN ABSENCE? DON'T FORGET TO DELEGATE!

If you will be taking an absence, be sure to set up your delegations in Workday, especially if you are responsible for approving tasks! [Instructions on delegation in Workday can be found here](#).

UPDATING FUNCTIONAL UNIT HIERARCHY/LOCATIONS IN WORKDAY

Functional Unit Hierarchies (FUH) are the equivalent to an employee's department. An employee's FUH should never be 'UBC - Okanagan', it should be the employee's department. If you need to update this, both 'Change Job' and 'Edit Position Restrictions' business processes will need to be completed. To update an employee's location, the same two business processes will need to be completed.

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.

Need help with a ticket? Contact Lauren.Hatchard@ubc.ca.

