



THE UNIVERSITY OF BRITISH COLUMBIA

AVP Finance and Operations  
Okanagan Campus

# Workday Wednesday: Claiming Your PD Funds (Staff)

October 20<sup>th</sup>, 2021



# RESOURCES AVAILABLE

## Staff Professional Development Funding (HR website)

- <https://hr.ubc.ca/career-development/professional-development-funding/staff-professional-development-funding>

## How do I view PD Funds? (Knowledge Base Article)

- [https://ubc.service-now.com/selfservice?id=kb\\_article&sys\\_id=872b07e01b2db4105edd43b4bd4bcb80&table=kb\\_knowledge](https://ubc.service-now.com/selfservice?id=kb_article&sys_id=872b07e01b2db4105edd43b4bd4bcb80&table=kb_knowledge)

## How do I claim expenses against PD Funds?

- [https://ubc.service-now.com/selfservice?id=kb\\_article&sys\\_id=21ee07601b6db4105edd43b4bd4bcb9a&table=kb\\_knowledge](https://ubc.service-now.com/selfservice?id=kb_article&sys_id=21ee07601b6db4105edd43b4bd4bcb9a&table=kb_knowledge)

## Transfer PD Funds Reimbursement to my Department

- [https://ubc.service-now.com/selfservice?id=kb\\_article&sys\\_id=7f1c07641b2db4105edd43b4bd4bcb4a&table=kb\\_knowledge](https://ubc.service-now.com/selfservice?id=kb_article&sys_id=7f1c07641b2db4105edd43b4bd4bcb4a&table=kb_knowledge)

# AGENDA

- 1 | Eligible Expenses and Guidelines
- 2 | Viewing your PD Funds
- 3 | Submitting an Expense Report Against PD Funds
- 4 | Transferring PD Funds to your Department
- 5 | Q+A





# **ELIGIBLE EXPENSES AND GUIDELINES**

# ELIGIBLE PD EXPENSES AND GUIDELINES



Resource books and professional journals

Registration fees for courses, workshops, exams, webinars, and conferences

Professional memberships and certifications that **are not** required for your job

One-on-one career coaching fees, when provided by an [ICF – credentialed coach](#)

Travel and accommodation for **out-of-town** conferences, as per Policy FM8 – [Business Expenses \(pdf\)](#) and related documents



Activities or travel to fulfill work-related responsibilities

Local travel expenses (parking, gas, meals, transit)

Academic student fees

Application software or licensing

Home phone, data, or internet plans

Electronics such as laptops, tablets, mobile phones, e-readers

Office equipment or supplies

Professional insurance

# ELIGIBLE PD EXPENSES AND GUIDELINES

Funds can be used for a variety of PD activities based on your learning goals and career path at the university.

1

Receipts must be submitted in Workday within 60 days of the original purchase date to qualify for reimbursement

2

You cannot split the cost of a PD related expense between two funding years



The funds aren't intended to cover job-required expenses such as job-required training, professional memberships or ongoing accreditation. These expenses should continue to be paid by your department.

# FUNDING DETAILS BY EMPLOYEE GROUP

The funds are negotiated as part of the collective agreement bargaining process for most employee groups.

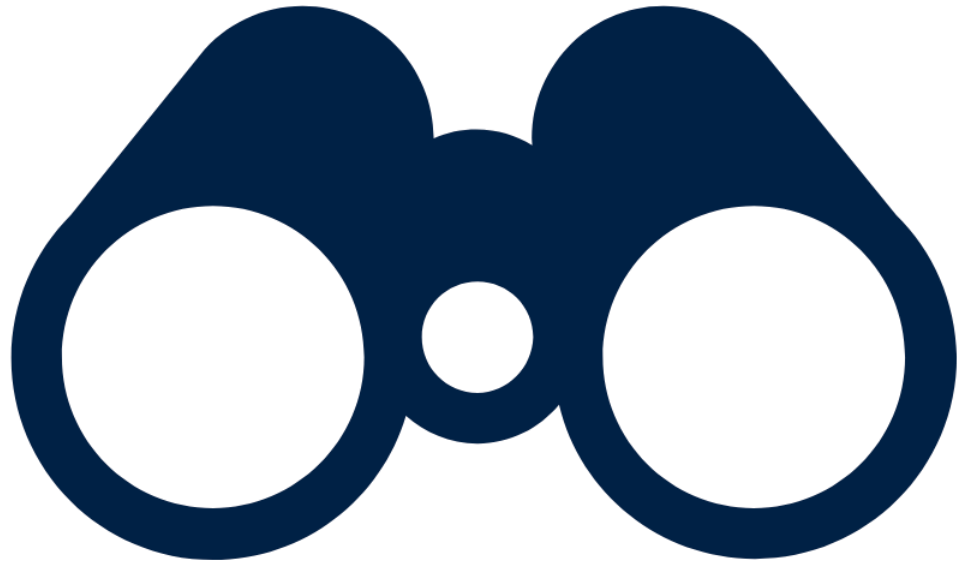
*Before submitting a claim, [review the details for your employee group](#) to:*

1

Review the PD Funds guidelines for your employee group

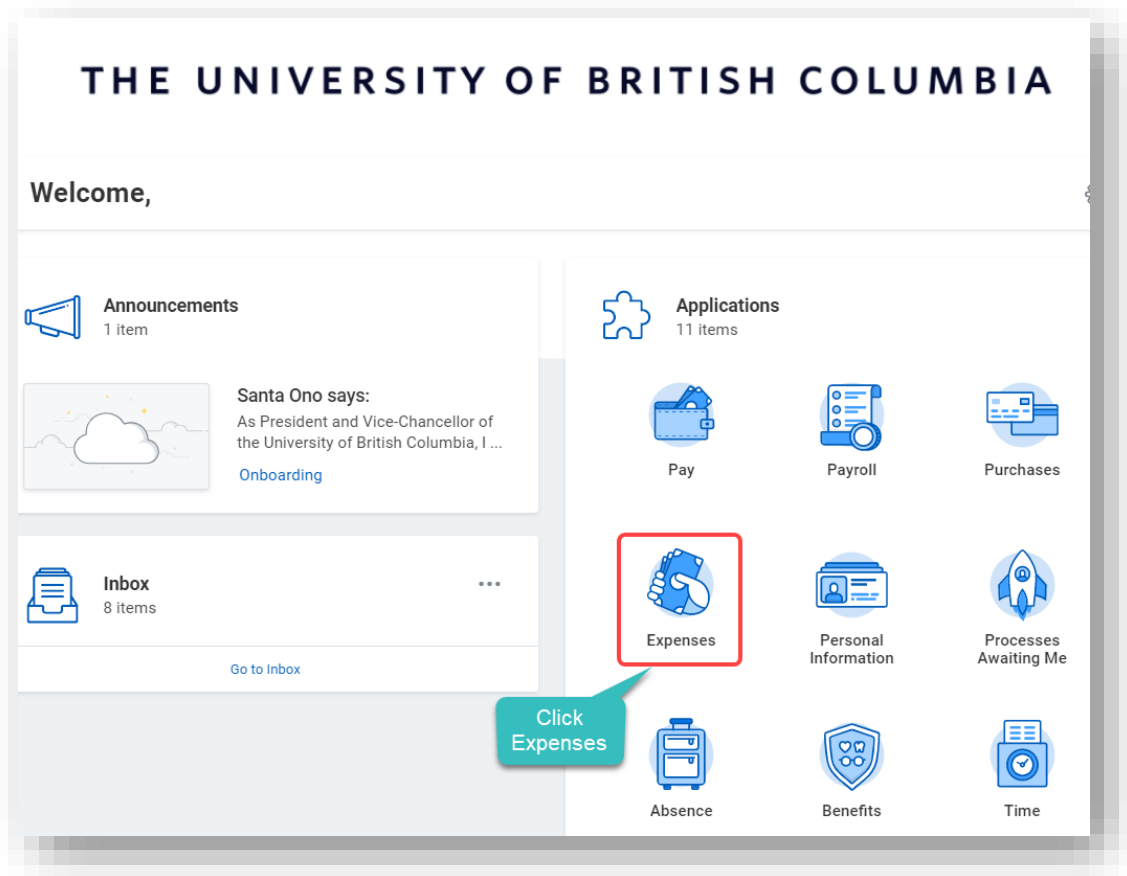
2

Find your individual claim limit each year

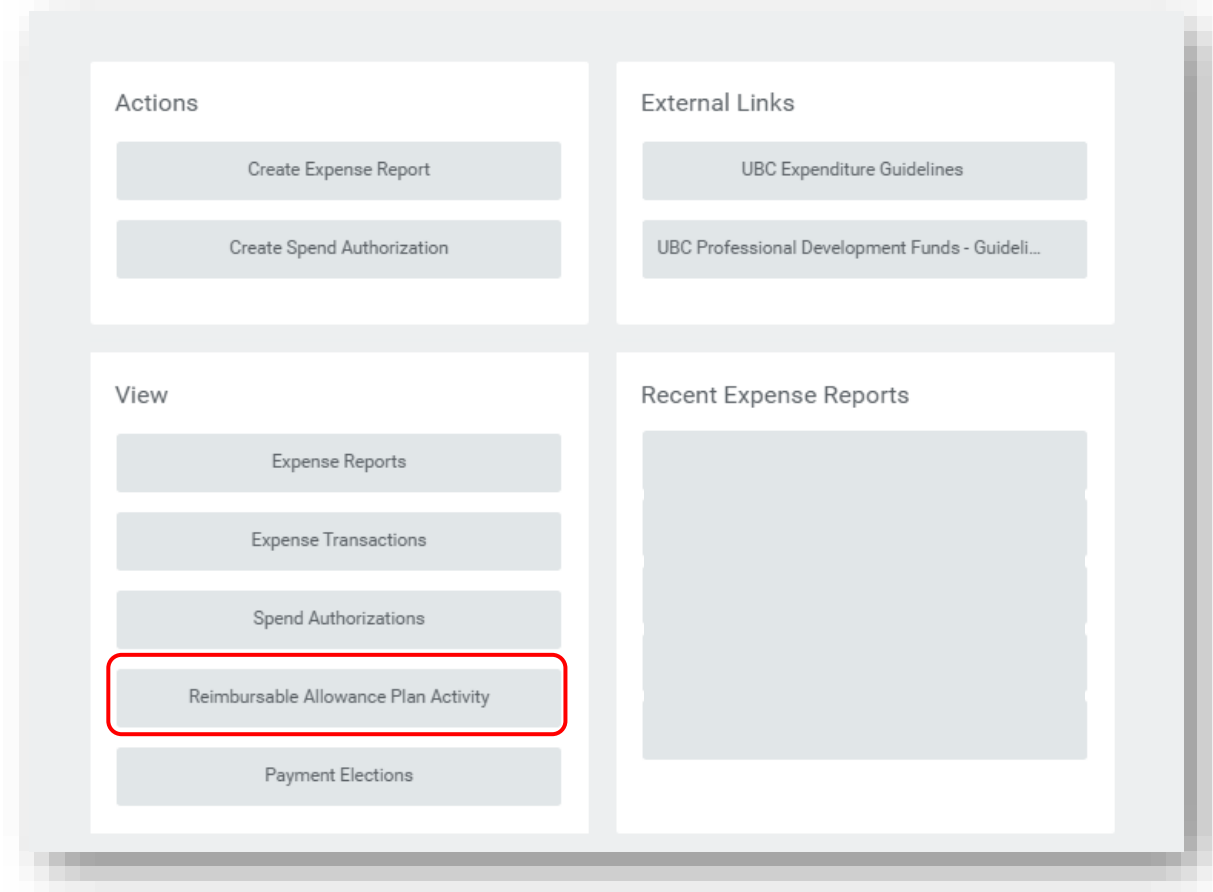


## **VIEWING YOUR PD FUNDS**

# VIEWING YOUR PD FUNDS



From your Workday homepage, click on the Expenses application



Then, click on Reimbursable Allowance Plan Activity


# VIEWING YOUR PD FUNDS

Reimbursable Allowance Plan Activity

Turn off the new tables view

1 item

Allowance Plan	Expense Item	Expense Accumulator	Reimbursement Start Date	Total Eligible Amount	Amount Used	Amount Requested	Amount Remaining	Currency
PD Fund: M&P AAPS	PD Fund   M&P AAPS	Annual	2021-04-01	550.00	0.00	0.00	550.00	CAD CAD



Make note of your total eligible amount. It is needed when creating an expense report.

The amount that has been previously claimed and processed

The amount remaining you are able to claim against

When claiming an expense against PD Funds, you'd type this name in the Expense Item field

For staff employee groups and Research Associates, your PD Funds are assessed for the fiscal year (April 1 - March 31)

The amount you are eligible for, based on your UBC employment group affiliation

The amount that has been claimed but is still in review/approval stages

Allowance Plan	Expense Item	Expense Accumulator	Reimbursement Start Date	Total Eligible Amount	Amount Used	Amount Requested	Amount Remaining
PD Fund: M&P AAPS	PD Fund   M&P AAPS	Annual	2021-04-01	550.00	0.00	0.00	550.00

# VIEWING YOUR PD FUNDS

View related Expense Reports

Crite

and then by: Select a Field...

Refresh

1 item

Expense Report	Expense Report Date	Expense Report Line Date	Quantity	Per Unit Amount	Total Amount	Currency
Expense Report: EXP-0000000601	2020-05-06	2020-05-06	1	20.00	20.00	CAD

Click any of the blue amounts to see the related Expense Reports

If any of these fields are linked blue, you can click on the blue amounts to view any related expense reports

PD Fund: Faculty – Sessional Non-Continuing	PD Fund   Faculty - Sessional Non-Continuing	Annual	2019-02-15	100.00	70.00	20.00
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# VIEWING YOUR PD FUNDS

If your PD Fund balances look incorrect, please submit a ticket to the ISC Service Desk for assistance.





# **SUBMITTING AN EXPENSE REPORT AGAINST PD FUNDS**

# SUBMITTING AN EXPENSE REPORT AGAINST PD FUNDS



Start the expense report creation process like you would any other expense. For instructions on getting started, please follow the steps in the Knowledge Base Article.

One of the primary differences for expense reports against PD Funds is to add your PD Fund in the 'Expense Item' field

Header Attachments Expense Lines

Add

1 item

Expense Line

Date \* 2020-05-08

Expense Item \*

Total Amount \* 0.00

Currency \* CAD

Tax Code

Enter your PD Fund

Or click the Related Actions button

Date \* 2021-10-19

Expense Item \* pd fund

Total Amount \* Search Results (12)

Currency \*

Memo

Program

Grant

Project

Gift

\*Cost Center

- ☒ PD Fund | BCGEU Okanagan
- ☐ PD Fund | BCGEU Okanagan Enhanced Education Fund
- ☐ PD Fund | CUPE 116
- ☐ PD Fund | CUPE 2950
- ☐ PD Fund | Executive Administrative
- ☐ PD Fund | Faculty - Regular
- ☐ PD Fund | Faculty - Sessional Non-Continuing
- ☐ PD Fund | Faculty Non Bargaining - Research Associates
- ☐ PD Fund | IUOE 115
- ☐ PD Fund | M&P AAPS
- ☐ PD Fund | Service Unit Directors / Excluded M&P
- ☐ PD Fund | Technicians & Research

# SUBMITTING AN EXPENSE REPORT AGAINST PD FUNDS

After you enter your PD Fund in the Expense Item field, specific instructions for your relevant PD Fund will populate on the right side of the screen!

## Instructions

This expense item should be selected by staff affiliated with the **Management & Professional - AAPS** employee group to submit a Professional Development (PD) Fund claim.

Use this expense report submission method when you have made an out-of-pocket purchase and would like to submit a PD Fund claim for reimbursement or when you have made a UBC credit card purchase and would like to reconcile the expense using your available PD Funds.

Before starting this claim please confirm your available PD Fund balance and review the special expense report instructions:

- [Expense Report Instructions to Complete a PD Fund Claim](#)
- [Your PD Fund Balance – Reimbursable Allowance Plan Activity](#)
- [Staff & Faculty Professional Development Fund Notifications & Guidelines](#)

To successfully submit your PD Fund claim please complete the following:

- Use the **Memo** field in the **Header tab** to provide a description of the activity or resource purchased, and briefly explain how the professional development related expense(s) enhance the performance, ability or effectiveness of your current work or career progression at UBC
- Add an additional expense line for each type of PD expense claimed
- For PD expenses, the current date should be entered in the **Date** field
- Under **Additional Worktags**, enter search term "PD Category" and select the **PD Category** that best matches the PD expense type

Under the Item Details section:

- In the **Attendee** field - Only the claimant's name should be specified here
- In the **Class of Service** field - Specify the class of service (Only applicable for airfare expenses)
- In the **Number of Days** field - Specify the duration of the expense (Only applicable for travel expenses)
- In the **Merchant** field - Specify the PD provider or vendor

To support the calculation of tax, indicate where the expense was consumed.

- If consumed in [Canada](#), indicate the province/territory in the **Destination** field
- If consumed in the [United States of America](#), indicate "United States" in the **Destination** field
- If consumed outside Canada and the United States of America, specify the country of consumption in the **Country** field

Attach the corresponding receipt and supporting proof of registration details (showing your name, name of course/conference/ etc, and dates) when applicable. If a receipt cannot be provided, please check the **Missing Receipt** box.

- By checking the **Missing Receipt** box, the payee is certifying that the receipt is unattainable and the expense has not and will not be claimed from any other source

# SUBMITTING AN EXPENSE REPORT AGAINST PD FUNDS

## Important info regarding expense dates

### **Date – Use the current date (not the purchase date):**

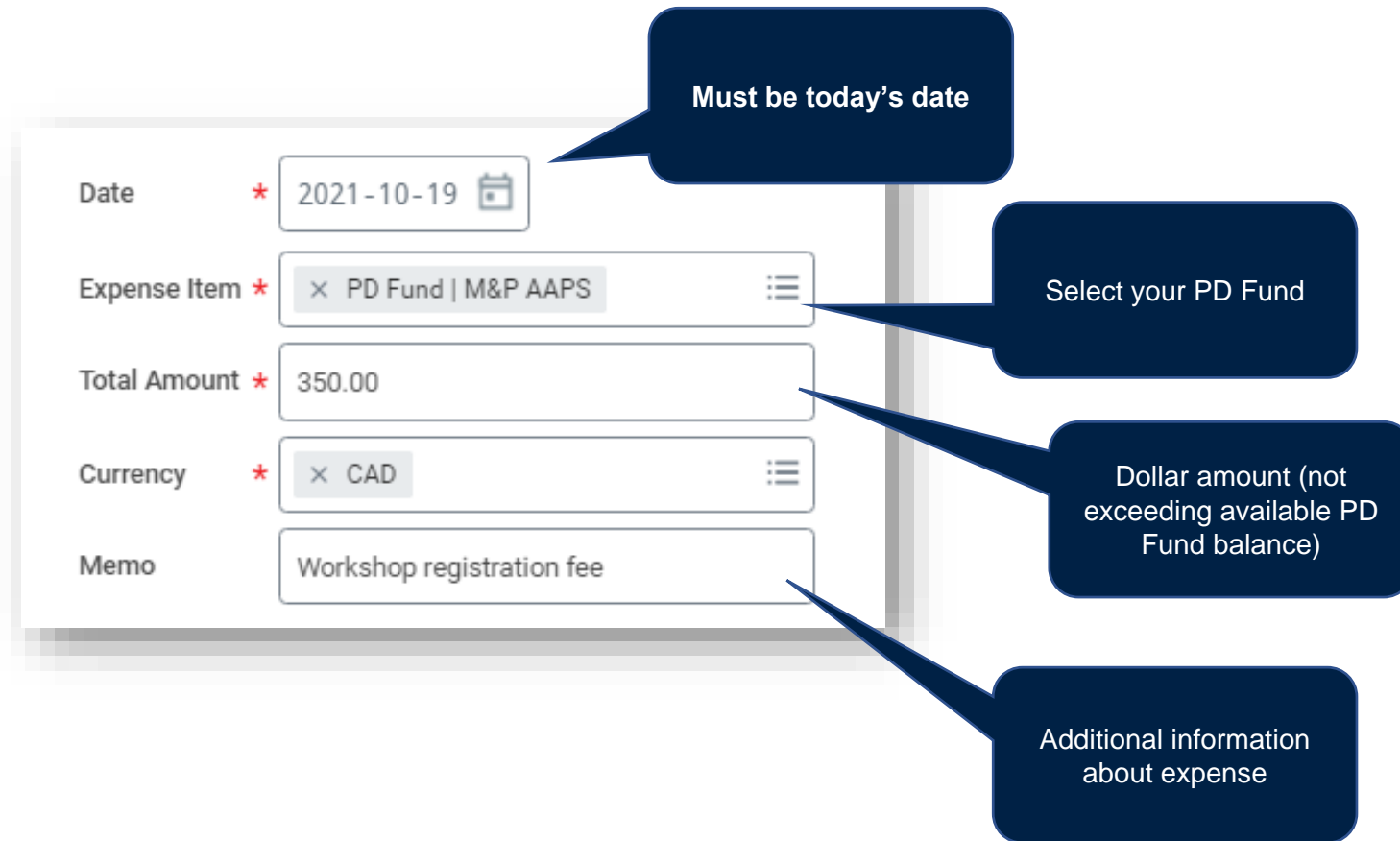
- a) For an out of pocket expense, the current date is pre-populated as the expense item date. **This must not be changed.**
- b) For a UBC credit card reconciliation, the expense purchase date is pre-populated as the expense item date. **Change the purchase date to the current date.**

**In both cases**, the expense item date selected must fall within the date range of the current PD Funding year, otherwise the following issues will occur:

- The claimed amount will not correctly draw down on your PD Fund total eligible amount for the current year.
- You may encounter an error message when trying to submit the expense report.



# SUBMITTING AN EXPENSE REPORT AGAINST PD FUNDS



The image shows a screenshot of an expense report form with several fields and callouts. The form is titled 'SUBMITTING AN EXPENSE REPORT AGAINST PD FUNDS'. The fields are: Date (2021-10-19), Expense Item (PD Fund | M&P AAPS), Total Amount (350.00), Currency (CAD), and Memo (Workshop registration fee). Callouts provide additional instructions: 'Must be today's date' points to the Date field; 'Select your PD Fund' points to the Expense Item field; 'Dollar amount (not exceeding available PD Fund balance)' points to the Total Amount field; and 'Additional information about expense' points to the Memo field.

Date *	2021-10-19	Must be today's date
Expense Item *	× PD Fund   M&P AAPS	Select your PD Fund
Total Amount *	350.00	Dollar amount (not exceeding available PD Fund balance)
Currency *	× CAD	
Memo	Workshop registration fee	Additional information about expense

# SUBMITTING AN EXPENSE REPORT AGAINST PD FUNDS

Program	<div><div>×</div><div>PM000403 AAPS Professional Development Fund   Campus Wide Expenses - UBCV</div><div>...</div><div>⋮</div></div>
Grant	<div></div> <div>⋮</div>
Project	<div></div> <div>⋮</div>
Gift	<div></div> <div>⋮</div>
*Cost Center	<div><div>×</div><div>CC00113 HR Professional Development and Job Skills Program   Campus Wide Expenses - UBCV</div><div>...</div><div>⋮</div></div>

**Program/Grant/Project/  
Gift and Cost Center  
information will  
autopopulate based on  
your PD Fund. DO NOT  
EDIT THESE FIELDS.**

# SUBMITTING AN EXPENSE REPORT AGAINST PD FUNDS

The image shows a two-step process for submitting an expense report against PD funds. The first screenshot shows the main form with fields for Grant, Project, Gift, and \*Cost Center. A dropdown menu is open for the \*Cost Center field, showing options like My Worktags, \*Function, \*Fund, Activity, Gift Initiative, PD Category, and Travel Purpose. The 'PD Category' option is highlighted with a red box and a callout that says 'Click on 'PD Category''. Below this, the '\*Additional Worktags' section is also highlighted with a red box and a callout that says 'Navigate to Additional Worktags'. The second screenshot shows the 'PD Category' selection screen, which lists various categories such as 'PD Category: Book / Journal Subscription - Print', 'PD Category: Certification / Exam', 'PD Category: Conference Registration or Similar Activity', 'PD Category: Course / Workshop - One Time', 'PD Category: Degree / Certificate / Program - Ongoing', 'PD Category: E-Book / E-Subscription', 'PD Category: Equipment - Cell Phone and Accessories (Faculty Only)', 'PD Category: Equipment - Computer, Components and Accessories (Faculty Only)', and 'PD Category: Equipment - General (Faculty Only)'. A callout points to this list with the text 'Select the PD Category that **best suits** your expense report'.

Grant

Project

Gift

\*Cost Center

My Worktags >

\*Function >

\*Fund >

Activity

Gift Initiative

PD Category

Travel Purpose >

Search

Function: FN400 General Administration ...

Fund: FD000 General Purpose Operating ...

\*Additional Worktags

Click on 'PD Category'

Navigate to Additional Worktags

PD Category

PD Category: Book / Journal Subscription - Print

PD Category: Certification / Exam

PD Category: Conference Registration or Similar Activity

PD Category: Course / Workshop - One Time

PD Category: Degree / Certificate / Program - Ongoing

PD Category: E-Book / E-Subscription

PD Category: Equipment - Cell Phone and Accessories (Faculty Only)

PD Category: Equipment - Computer, Components and Accessories (Faculty Only)

PD Category: Equipment - General (Faculty Only)

Search

Function: FN400 General Administration ...

Fund: FD000 General Purpose Operating ...

Select the PD Category that **best suits** your expense report

# SUBMITTING AN EXPENSE REPORT AGAINST PD FUNDS

### Item Details

Attendee(s) \*

× Lauren Hatchard ...

Class of Service

Origination

Destination

× BC, British Columbia, Canada ...

Country \*

× Canada ...

Number of Days

Merchant \*

Prosci Canada

Class of Service and Origination are only applicable to travel expenses

Both Destination and Country are required fields

Number of days is only required if your expense is related to travel

Add Merchant information to best of your knowledge

### Tax

Tax Code

× CAN GST 5% (5%) ...

Tax Amount

16.67

Receipt Included

☐

Autopopulates based on destination

# SUBMITTING AN EXPENSE REPORT AGAINST PD FUNDS

## Expense Line

Drop files here

or

Select files

Add supporting documentation such as invoices/receipts if you have them

Ensure Receipt Included box is checked

Receipt Included



Proof of payment: receipt with an itemized breakdown of purchases or statement of account showing zero balance

Proof of registration (when applicable): registrant name, name of course/membership/conference and dates

Proof of exchange rate to CAD for any PD activity paid for in foreign currency (e.g. credit card statement screenshot) if not using the auto-calculate exchange rate provides

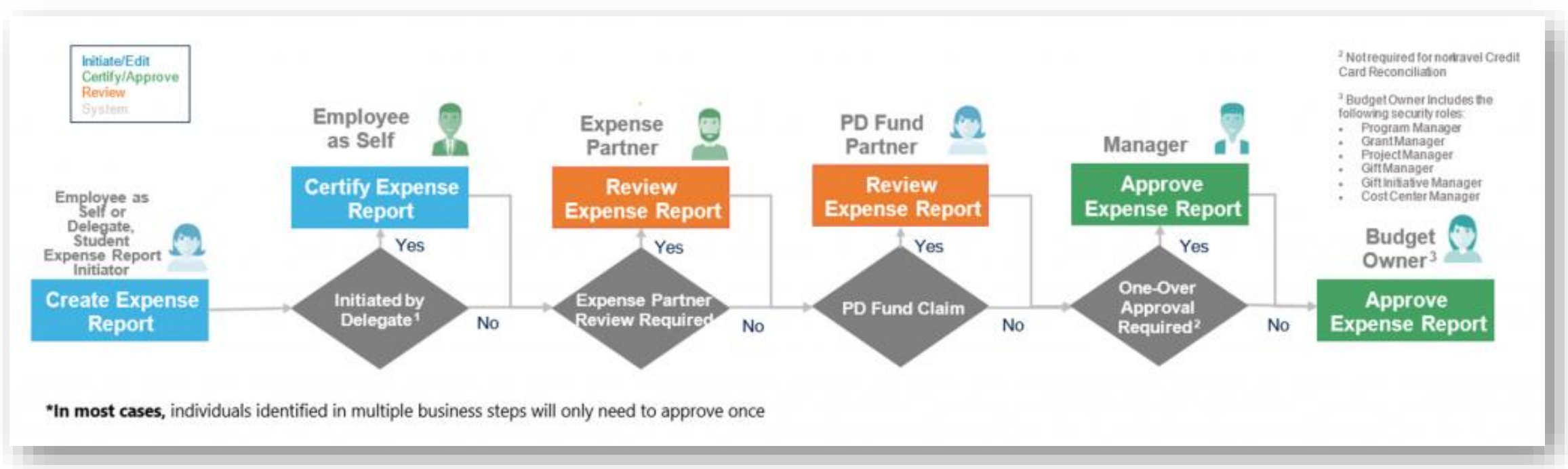
If claiming travel expenses without the corresponding conference registration on the same expense report, please include a copy of the conference

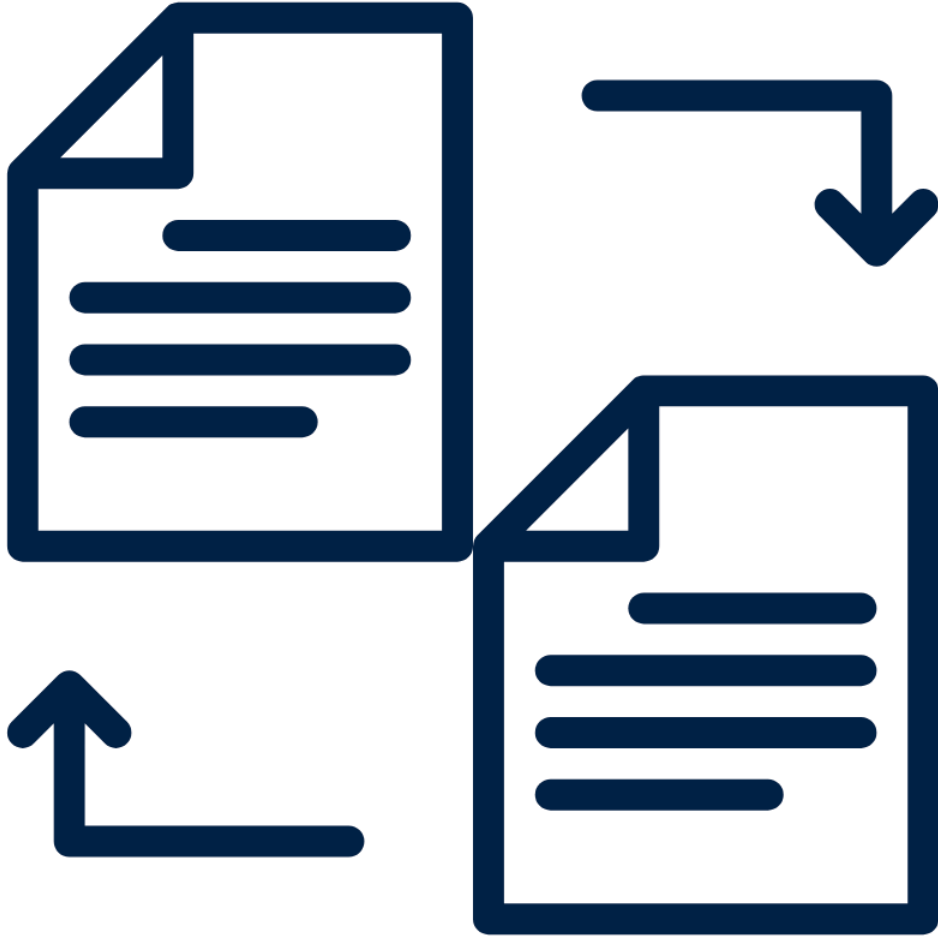
Select this box if you do not have any supporting documentation

Missing Receipt?



# PD FUND EXPENSE REPORT WORKFLOW





## **TRANSFERRING PD FUNDS TO YOUR DEPARTMENT**

# TRANSFERRING PD FUNDS TO YOUR DEPARTMENT

**When to follow this process:**



Your PD Fund expense was initially paid for by Supplier Invoice payment



Your faculty/department paid for your PD Fund expense using dept/faculty credit card

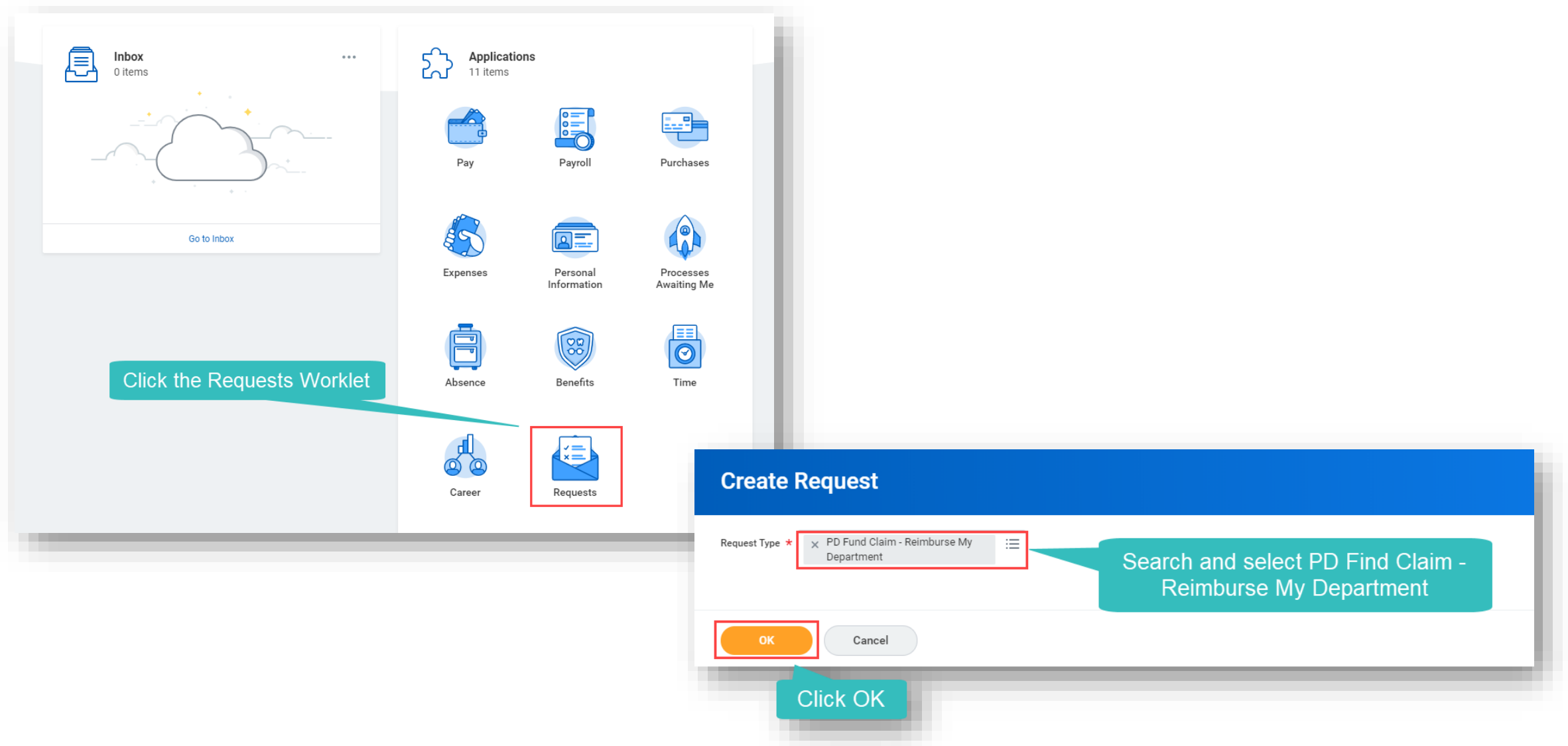


Your PD Fund expense was initially paid for through Internal Service Delivery

# TRANSFERRING PD FUNDS TO YOUR DEPARTMENT

- ✓ The claimant must initiate the process.
- ✓ A delegate cannot initiate the PD Fund request questionnaire.
- ✓ If the Corporate Credit Card is assigned to you, create an Expense Report and reconcile the PD expense against your PD Fund's available balance. Refer to the [How do I claim out of pocket or credit card expenses against a PD Fund?](#) Knowledge Base Article

# TRANSFERRING PD FUNDS TO YOUR DEPARTMENT



# TRANSFERRING PD FUNDS TO YOUR DEPARTMENT

Enter the following in the Describe this Request field:

- ✓ Your name
- ✓ PD Fund claim for 20XX-20XX
- ✓ reimburse my department request

It will look like this: *Jane Smith, PD Fund Claim for 2020-2021, reimburse my department request.*

## ← PD Fund Claim - Reimburse My Department

Complete this form to initiate a PD Fund claim when you would like the reimbursement amount deducted from your PD Fund balance and transferred directly to your department's financial Worktag in Workday.

Please review prior to completing this form :

- [PD Fund Claim Instructions – Reimburse My Department](#)
- [Your PD Fund Balance – Reimbursable Allowance Plan Activity](#)

In the "Describe this Request" field add a title to your request in the following format:

**Title Format:** Your name, PD Fund claim for 20XX-20XX , reimburse my department request  
(e.g. Jane Smith, PD Fund Claim for 2020-2021, reimburse my department request)

Describe the Request ★ Please reimburse the department for paying for my professional development training course.

You must attach a copy of the receipt(s) and any other relevant supporting documents.

Submitting this PD Fund Claim Form and supporting documents serves as the Claimant's certification that the expenses reported therein comply with the claimant's [PD Fund Guidelines](#) and applicable UBC policies and conditions.

Once you submit this PD Fund claim request form, the form will be routed to your Manager for approval and the PD Fund Partner in Human Resources for final review and processing.

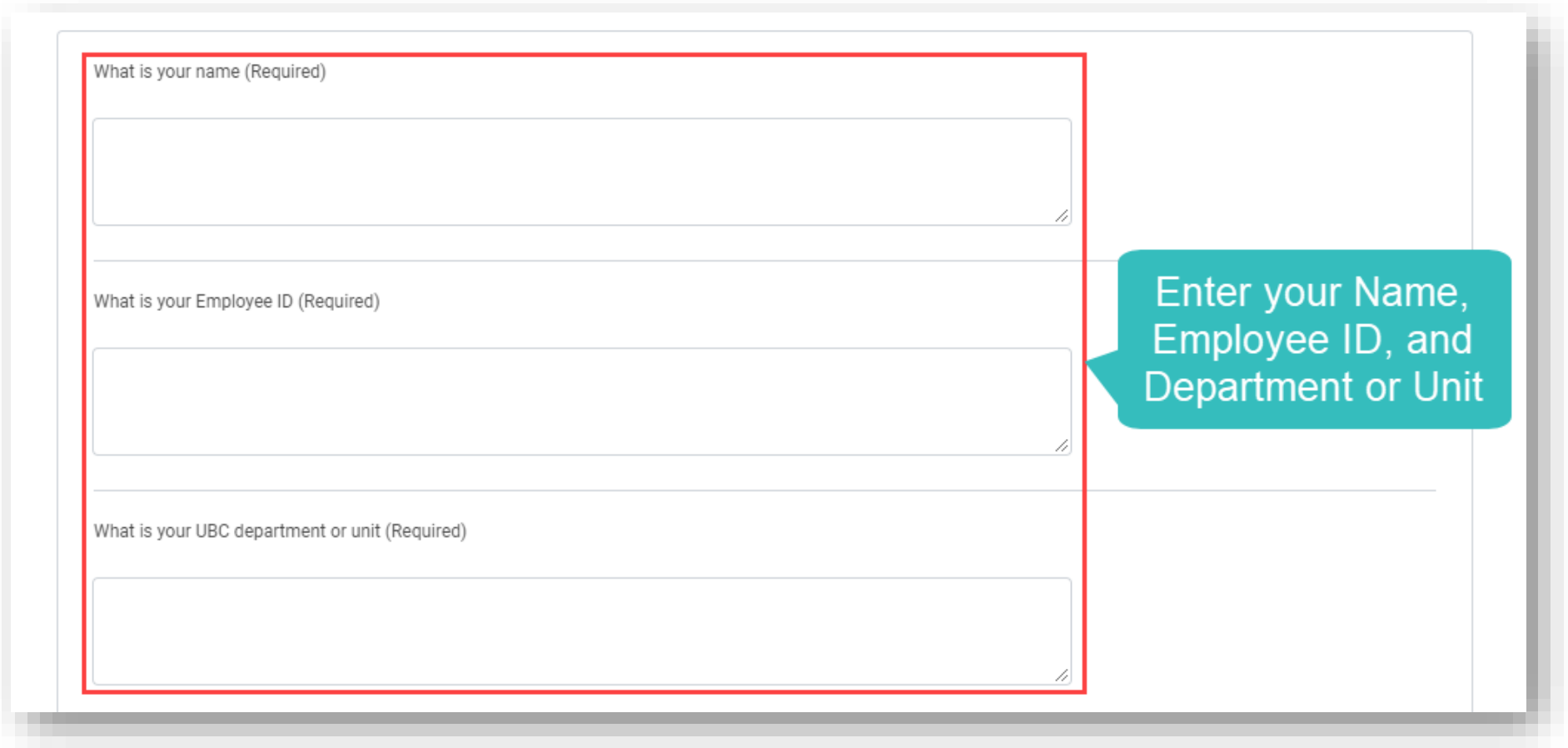
After this claim is approved and reviewed, the PD Fund Partner in Human Resources will transfer the approved amount to your department as a separate credit transaction. This transferred amount will be deducted from your available PD Fund balance.

Read the Instructions

Describe the Request

Read the Instructions

# TRANSFERRING PD FUNDS TO YOUR DEPARTMENT



What is your name (Required)

What is your Employee ID (Required)

What is your UBC department or unit (Required)

Enter your Name, Employee ID, and Department or Unit

The image shows a web form with three text input fields. The first field is labeled 'What is your name (Required)', the second 'What is your Employee ID (Required)', and the third 'What is your UBC department or unit (Required)'. A red rectangular box highlights all three input fields. To the right of the second field, a teal speech bubble contains the text 'Enter your Name, Employee ID, and Department or Unit'. Each input field has a small double-slash icon in the bottom right corner.

# TRANSFERRING PD FUNDS TO YOUR DEPARTMENT

What is your applicable Faculty or Staff PD Fund (Required)

select one

Click select one

PD Fund | BCGEU Okanagan Enhance Education Fund

PD Fund | CUPE 116

PD Fund | CUPE 2950

PD Fund | Executive Administrative

PD Fund | Faculty - Regular

**PD Fund | Faculty - Sessional Non-Continuing**

PD Fund | Faculty Non Bargaining - Research Associates

PD Fund | IUOE 115

PD Fund | M&P AAPS

PD Fund | Service Unit Directors / Excluded M&P

PD Fund | Technicians & Research Assistants (Non-Union)

Choose the Plan assigned to you

development activity (include dates, location) or resource purchased (Required)

is intended to enhance your ability to perform in your current role or contributes to your career development plans at UBC

Submit Save for Later Cancel

# TRANSFERRING PD FUNDS TO YOUR DEPARTMENT



Round to the  
nearest dollar

Your available PD Fund balance can be found  
by [viewing your PD Funds in Workday](#)

What is your available PD Fund balance (Required)

10

Enter your Amount Remaining

Provide a description of your professional development activity (include dates, location) or resource purchased (Required)

Professional development workshop example

Enter a description  
of the purchase

Briefly explain how the activity or resource is intended to enhance your ability to perform in your current role or contributes to your career development plans at UBC (Required)

The training Workshop example has helped fill my developmental goals.

Enter an explanation

# TRANSFERRING PD FUNDS TO YOUR DEPARTMENT

The image shows a screenshot of a web form with two input fields. The first field is labeled 'What is the total expense amount (Required)' and contains the number '10'. A dark blue callout box points to this field with the text 'Enter total expense amount rounded up to the nearest dollar'. A teal callout box points to the same field with the text 'Enter the total expense amount'. The second field is labeled 'What is the amount to be claimed against your PD Fund (Required)' and also contains the number '10'. A teal callout box points to this field with the text 'Enter the amount being claimed against your PD Fund'. A dark blue callout box points to the second field with the text 'This can be equal to or smaller than the total expense amount'.

What is the total expense amount (Required)

10

Enter total expense amount rounded up to the nearest dollar

Enter the total expense amount

What is the amount to be claimed against your PD Fund (Required)

10

Enter the amount being claimed against your PD Fund

This can be equal to or smaller than the total expense amount

# TRANSFERRING PD FUNDS TO YOUR DEPARTMENT

If more than one PD activity was incurred and/or resource purchased, then list them separately

If you are claiming more than one expense, please itemize all expense types and claim amounts

Item 1 - Conference registration - \$1  
Item 2 - Accommodation -\$9

Itemize items of purchase

What is the Workday reference number for the original financial transaction(s) (Required)

Exp-00000XXXXX

Enter Workday Reference Number

If the department paid a supplier invoice, this will be the Workday Supplier Invoice number

If the department paid by Credit Card, this would be the Expense Report number

If the department paid by Internal Service Delivery, this would be the Internal Service Delivery number

Provide your department's budget details for the PD funds transfer. This will include the Workday Cost Center Worktag, Program/Grant/Project/Gift Worktag (If applicable), and Expense Item/Spend Category (Required)

Program: PM000XXX Operation XXX  
Cost Center: CC00XXX Faculty of XXX  
Expense item / Spend Category: Item 1 - Event and Conference Registration  
Expense item / Spend Category: Item 2 - Accommodation

Enter Financial Worktag Information

Contact your department finance administrator if you need this information

# TRANSFERRING PD FUNDS TO YOUR DEPARTMENT

What is your unit's finance administrator's name and email address (Required)

John Doe - [Johndoe@ubc.ca](mailto:Johndoe@ubc.ca)

Enter the Finance Administrator's Name and Email

Upload required receipts and additional supporting documentation (Required)

Drop files here

or

Select files

Click Select files to include attachments

Please include any additional information for your request that was not captured by the above questions.

Enter Additional Comments

Submit Save for Later Cancel

Attach all appropriate documentation. Please include:

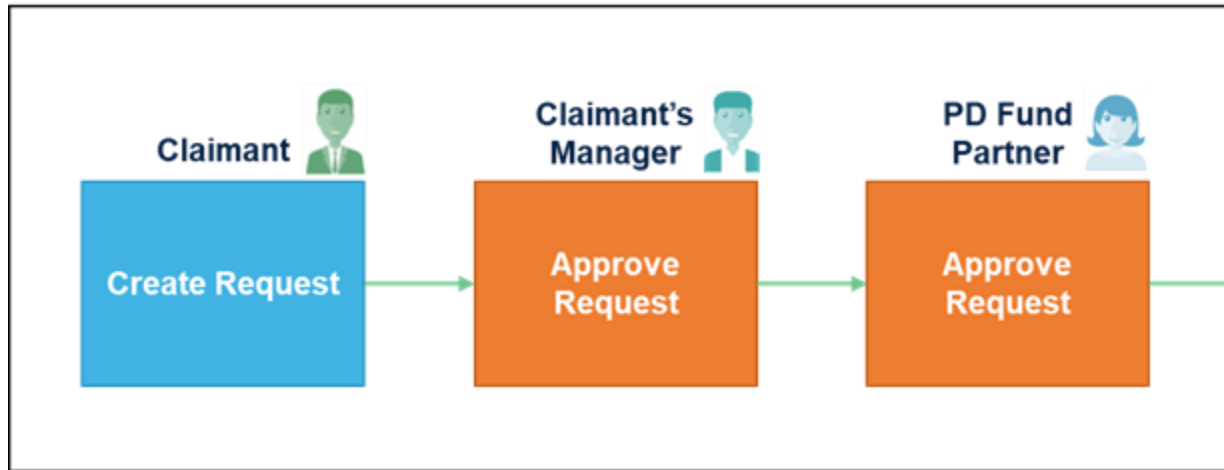
1. Proof of payment: receipt with an itemized breakdown of purchases or statement of account showing zero balance.
2. Proof of registration (when applicable): registrant name, name of PD activity and dates.
3. Screen shot of your department general ledger noting the expense.
4. If claiming travel expenses without the corresponding conference registration on the same request, please include a copy of the conference registration.



You will need to email your finance administrator to request a screenshot showing the charges on the general ledger of the worktag where the expense was initially charged

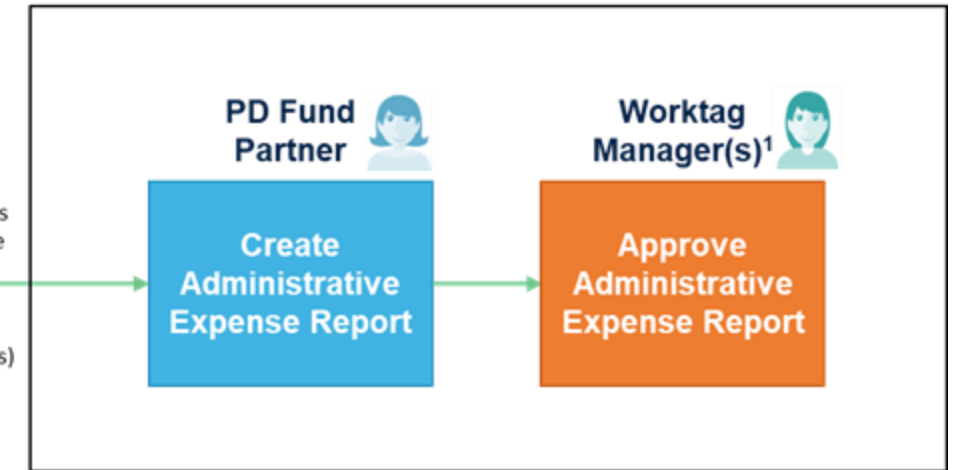
# TRANSFERRING PD FUNDS TO YOUR DEPARTMENT WORKFLOW

## PD Fund Claim – Reimburse My Department Request



■ Initiate   ■ Approve

## Administrative Expense Report



<sup>1</sup>This requires approvals from the Worktag Manager the expense is charged to (Worktag Manager on PD Fund Worktag) and Worktag Manager(s) of the Worktag(s) receiving the credit



**Next Workday Wednesday:** October 27<sup>th</sup> from 10:00 – 11:00am

Topic: HR + Finance FAQs

[Registration link](#)

