

IRP - IN THE KNOW

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



WORKDAY TIP OF THE MONTH



How to: Reconcile a Personal Expense from UBC Card

If you've accidentally used your UBC Card for a personal expense, here's how to reconcile it.

*Additional Worktags

× Fund: FD000 General Purpose Operating ...

Personal Expense



Within the Expense Report, select the 'Personal Expense' box. The amount of the expense will then be deducted from your pay.

[Visit the Knowledge Base Article](#) to learn more about reconciling UBC Card expenses.



REMINDER WHEN HIRING NEW EMPLOYEES

Please review employment agreements before submitting them for your new hire to sign. At the 'Generate Employment Agreement' step of a hire, you must review and edit the offer letter template to ensure it's accurate for the conditions of the hire. Take time and care in reviewing the document before the new hire receives it in Workday.

DECEMBER ENGAGEMENTS



Workday Wednesday: Benefits

Wednesday, December 1st | 10:00 – 11:00am

[Register here](#)

Workday Wednesday: HR and Finance Q+A

Wednesday, December 8th | 10:00 – 11:00am

[Register here](#)

In November, we held sessions on Faculty/Staff One Time Payments, Reading the Ledger Summary Report, and Internal Service Delivery. Session recordings and presentation materials [can be found at the UBCO Workday Resources page](#).

TEMP BCGEU EMPLOYEES MUST BE AUXILIARY

Temporary BCGEU employees must be hired as Auxiliary (Term) (Fixed Term) when selecting Worker Sub-Type. Even if, for example, the BCGEU temporary employee is covering a maternity leave and will be in the position for 12 – 18 months, they still would need to be hired as Auxiliary.

WHEN TO USE 'ADD JOB', NOT 'CHANGE JOB'

For Temporary Promotion and Secondments, please use the 'Add Job' BP, not 'Change Job'. When you use 'Change Job', the vacation and sick balance records from the home position are lost. This is avoided by placing the home position on leave, then processing an 'Add Job'.

UNIVERSAL START DATES FOR STUDENT HOURLY STAFF

The Integrated Service Centre (ISC) and Human Resources (HR) have partnered to provide a new recommendation when hiring students that are paid hourly. In order to reduce the number of conflicting appointments when hiring an hourly student, the recommendation is to use the same universal start date for hourly student appointments. This means that if you are hiring a student for the academic term and you are paying them an hourly rate, you should use an appointment start date of September 1, January 1, or May 1 (depending on the term). Then the student should submit their hours worked on the actual days they worked through Time Entry (or Timekeepers enter hours worked on behalf of students). The End Employment date for the hourly student should still be the last day they worked in the appointment.

Benefit for Universal Start Dates: Currently when a student has multiple appointments and Department A hired the student first with an effective date of Sept 22, Department B will get an error if they try to hire the student starting September 1st blocking them from completing the hire. Hiring hourly students with a universal start date will reduce this error in Workday allowing you to successfully complete your student hires without intervention from the ISC.

Note: If you are hiring salaried students, they should still be hired with the start and end dates of the period they will actually be working to ensure they are compensated correctly.

*Join Ashley and Lauren for a Q+A session on **Student Hires**.
Thursday, November 25th from 10:00 – 11:00am. [Register here](#).*

APPOINTMENT DATES FOR BCGEU STUDENT POSITIONS (GTA, UTA, MARKERS)

HR has confirmed when hiring students into Unionized student positions, they should be hired with appointment start and end dates for when the student is actually working. These dates do NOT have to be tied specifically to the Winter/Summer session dates. For example, if a student is hired for Winter Term 1, but will be helping out before the term begins, they could be hired with a Start Date of August 23 and an End Employment Date of December 31.

Benefits: Students can be hired for the exact period they are working and the correct number of hours. With this information, Workday will automatically calculate the required FTE. No manual calculations are required to pay the student appropriately if they are working part time (i.e. part time hours do not have to be spread out over Sept 1 to Dec 31 with a specific FTE to calculate correct pay). If a student is hired for Aug 23, they will receive access to Workday and downstream systems sooner than if they are hired for Sept 1.

UPDATING POSITIONS USING 'EDIT POSITION RESTRICTIONS'

You can use the "Edit Positions Restrictions" task to make updates to your positions instead of using "Create Position" to start from scratch every time!

For example, when a mass compensation change is uploaded by the ISC (e.g. General Wage Increase) only employee records are updated to the new compensation amounts. As with HRMS, position compensation details are left unchanged. If you would like to update the Default Compensation amount to the new rate, use the Edit Position Restrictions task to change the Default Compensation that is saved on the position.

Note that the position details default into the Hire/Add Job/Change Job transactions automatically, but can still be changed on these forms before submitting (always double check your details before submitting!). Keeping your positions up-to-date will help reduce data entry errors when making changes to employee records.

Note: You can also use the 'Edit Position Restrictions' task to update the location of a position. Please review your Sup Org to ensure locations are correct.

ONBOARDING NEW EMPLOYEES

Please ensure new hires log into Workday to complete their onboarding tasks - especially payment elections. Subsequent actions, such as Benefits enrolment, cannot be completed until the initial batches of onboarding tasks are completed. Please also ensure mailing addresses are current in case new hires do not submit payment election information in time and cheques need to be mailed. More information on onboarding can be [found here](#).

RESOURCES FOR HIRING STUDENTS

[The Hiring Students page on UBCO's HR website](#) has plenty of resources to assist with the processes related to hiring student employees. [The Student Appointment Matrix](#) is also a helpful tool in determining appointment types an employee group affiliations depending on the nature of the student's work.



Gift cards of a certain amount are considered a taxable benefit. Please report any gift cards given out by your department to UbcO.Payroll@ubc.ca before calendar year end. Provide the amount, department that provided the gift card, and the recipient name.



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.



Previous editions of IRP In the Know can be found at the [UBCO Workday Resources webpage](#).