

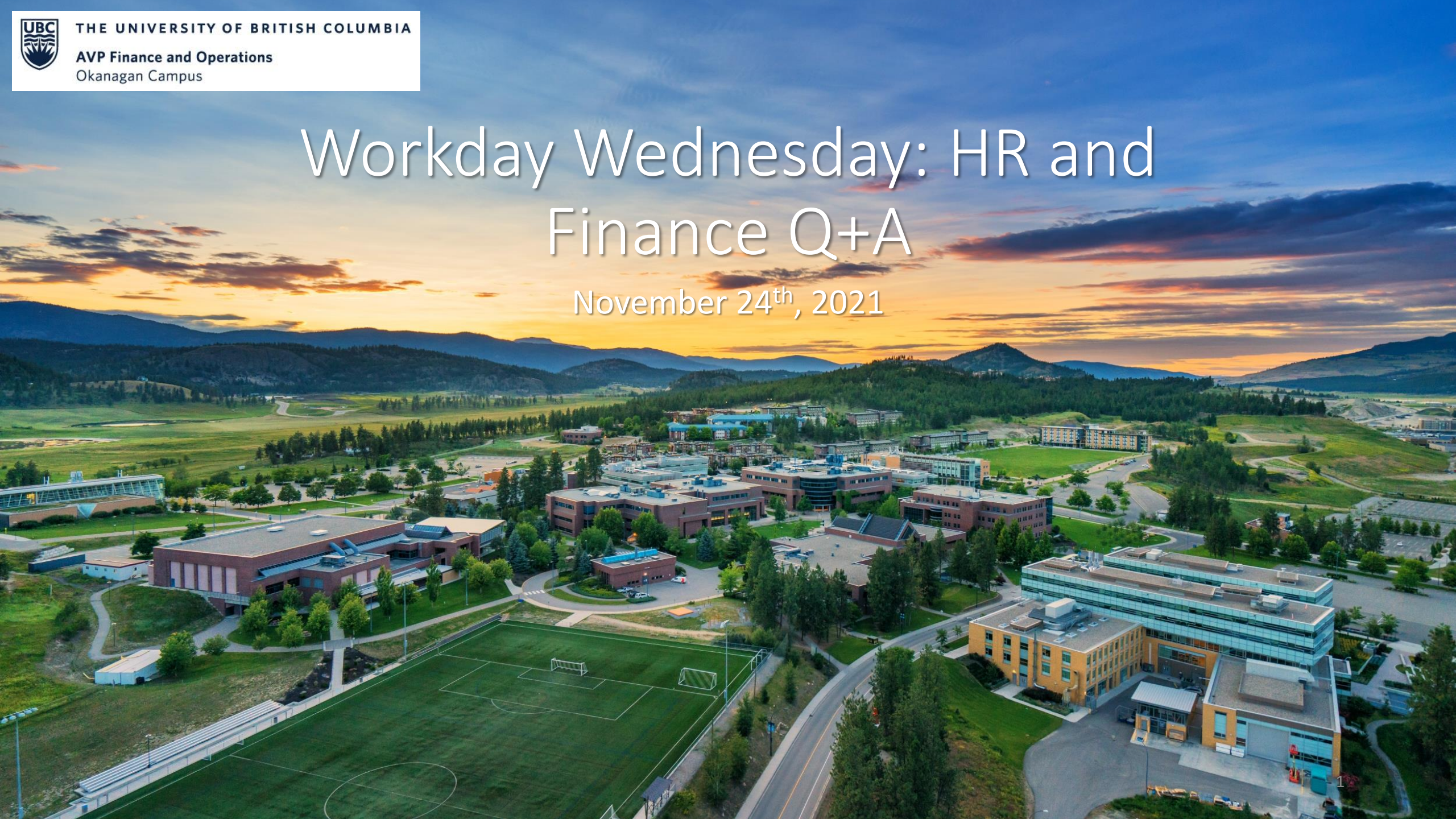


THE UNIVERSITY OF BRITISH COLUMBIA

AVP Finance and Operations
Okanagan Campus

Workday Wednesday: HR and Finance Q+A

November 24th, 2021



THIS WEEK'S UPDATES



Temporary BCGEU employees **must** be auxiliary term, not fixed term. Even BCGEU employees on term covering a mat leave, for example, need to be hired as auxiliary.



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'.



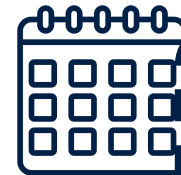
It is standard practice to obtain SIN information for new hires. This was also the process before Workday was implemented.



Please review offer of employment letters before submitting!

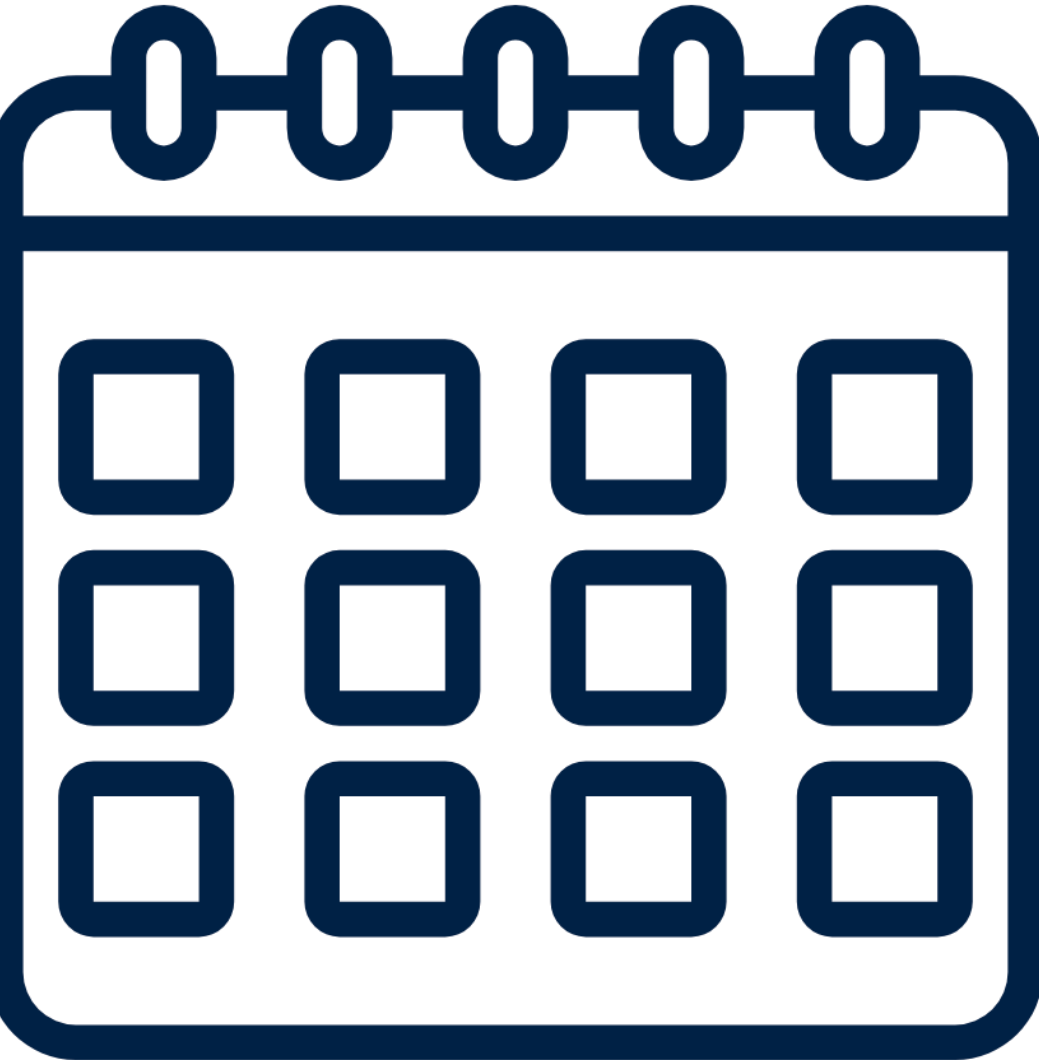


Remind managers and colleagues to set up delegations before December holidays!



Lauren will be away from December 6th – January 3rd!
Carri will be away from November 25th – December 2nd!

UPCOMING SESSIONS



Student Hires Q+A
Thursday, November 25th
10:00 – 11:00am
[Register here](#)

Workday Wednesday: Benefits
Wednesday, December 1st
10:00 – 11:00am
[Register here](#)

Workday Wednesday: HR and Finance Q+A
(Last WW of 2021!)
Wednesday, December 8th
10:00 – 11:00am
[Register here](#)