

IN THE KNOW

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



WORKDAY TIP OF THE MONTH

Check Your Delegations!



Begin Date	End Date	Delegate	Alternate Delegate	Start On My Behalf	For all Business Processes	Retain Access to Delegated Tasks in Inbox
2022-01-13				Create Expense Report	Yes	No
2022-01-13				Create Position	Yes	No
2022-01-13				Create Expense Report	Yes	No
2022-01-13				Create Expense Report	Yes	No

Manage Delegations

'For All Business Processes' means any approval tasks that come to the employee's Workday inbox will be sent to the delegate.

This may be problematic as these approvals are likely not meant for the delegate, such as expense transactions from a budget the employee manages or new hires.

'Retain Access' should always be 'Yes'. If 'No' is selected, this means the delegating employee can no longer see/receive the inbox tasks.

Check with your teams to ensure their delegations are specific and correct. If delegations have been set to the parameters shown in the red circle, please adjust delegations accordingly and consider changing the delegation settings as it may not be appropriate for a delegate to approve all transactions.

More information on delegations can be [found here](#)

FEBRUARY ENGAGEMENTS



Workday Wednesday: Tips + Tricks

Wednesday, February 2nd | 10:00 – 11:00am

[Register here](#)

Workday Wednesday: Expenses

Wednesday, February 9th | 10:00 – 11:00am

[Register here](#)

Workday Wednesday: Year End Checklist

Wednesday, February 16th | 10:00 – 11:00am

[Register here](#)

Workday Wednesday: Maintaining and Updating Absence Balances

Wednesday, February 23rd | 10:00 – 11:00am

[Register here](#)

All previous session recordings and slides [can be found here](#).



FEATURE KNOWLEDGE BASE ARTICLE

How to Adjust Employee's Time Off Balance (Maintain Accruals)

[Find article here](#)

NEW PAYROLL FAQ PAGE AVAILABLE

Payroll Operations recently created an FAQ page to answer common payroll questions, ranging from when you get paid and how to understand your pay statement, to why your net pay may be lower at the beginning of the year.

The Payroll FAQ page can be found on the [UBC Finance website](#).

REMINDER: DELIVERY ADDRESS REQUIREMENTS

If you are having items shipped to the Okanagan campus, be mindful of the addressing requirements as outlined by the Mail Services team. Delivery addresses are unique to each individual and must contain the recipient's name, department, and building address. Room numbers are not required. More information [can be found here](#) and by reviewing the format below.

Format:

Name

UBC Department

Street Address

Kelowna, BC

V1V 1V7

Example:

John H. Professor

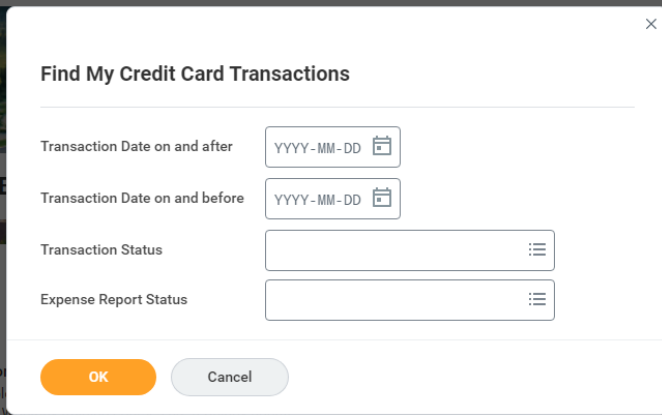
UBC Faculty of Management

1137 Alumni Avenue

Kelowna, BC

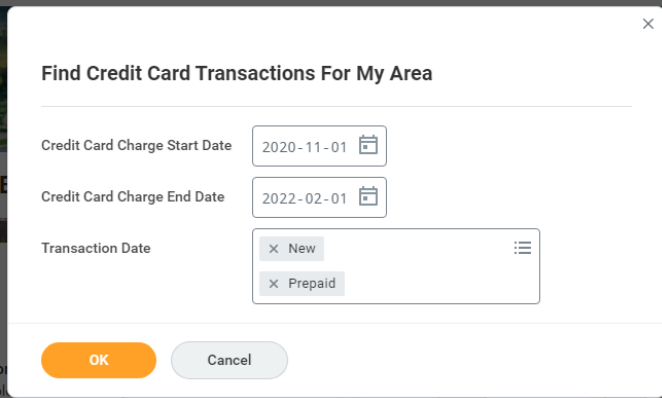
V1V 1V7

REPORTS TO VIEW CREDIT CARD TRANSACTIONS



The screenshot shows a dialog box titled "Find My Credit Card Transactions". It contains four filter fields: "Transaction Date on and after" with a date input (YYYY-MM-DD) and a calendar icon; "Transaction Date on and before" with a date input (YYYY-MM-DD) and a calendar icon; "Transaction Status" with a dropdown menu; and "Expense Report Status" with a dropdown menu. At the bottom are "OK" and "Cancel" buttons.

'Find My Credit Card Transactions' is a helpful report to filter your credit card transactions by transaction date, transaction status, and expense report status. This report may be particularly useful to identify credit card transactions that are currently stuck in expense reports that are in draft (have not been submitted). Filtering the 'Expense Report Status' to 'Draft' will populate any of your credit card transactions that are currently sitting in draft expense reports that need to be reconciled. Filtering the 'Transaction Status' to 'New' and 'Prepaid' will populate all credit card transactions that are yet to be reconciled and need to be added to a future expense report for reconciliation.



The screenshot shows a dialog box titled "Find Credit Card Transactions For My Area". It contains three filter fields: "Credit Card Charge Start Date" with a date input (2020-11-01) and a calendar icon; "Credit Card Charge End Date" with a date input (2022-02-01) and a calendar icon; and "Transaction Date" with a dropdown menu showing "New" and "Prepaid" options. At the bottom are "OK" and "Cancel" buttons.

For managers, the 'Find Credit Card Transactions for My Area' report can offer transparency on their team's credit card transactions and the transaction statuses. For example, a manager could filter 'Transaction Status' to 'New' and 'Prepaid'. This will give managers insight on any credit card transactions that have yet to be reconciled and remind the employee to submit an expense report for those transactions. Please note, this report erroneously labeled the 'Transaction Date' filter. It should say 'Transaction Status'.

CAPITAL VS. NON-CAPITAL EXPENSES

UBC's Capital Asset Guidelines, included within the [UBC Capital Assets Accounting Principles document](#), should be used to distinguish between operating expenditures and capital expenditures, and to achieve capital accounting consistency related to expenditures incurred across UBC. Tangible capital assets are defined as those items that meet all of the criteria listed on the [UBC Finance website](#). Please refer to these guidelines when classifying expense and procurement activities in Workday.

NEW INDIGENOUS FINANCE GUIDELINES

The Indigenous Research Support Initiative (IRSI) has worked with the support and advocacy of advisory groups, units and portfolios at UBC, as well as Indigenous Elders and partners, to develop new Indigenous Finance Guidelines.

[Read more and review the Guidelines here.](#)

Based on feedback from community partners, IRSI has also worked with UBC's Tax Manager and the ISC to create a new spend category in Workday that will allow for accurate recording and processing of payments related to activities conducted on a reserve by Status Indian individuals. [Read more about the new spend category here.](#)

REMINDER: REPORT ALL GIFT CARDS TO PAYROLL

Gift cards of any amount are considered a taxable benefit. If you have given a gift card to a UBC employee, please provide this information to **UBCO Payroll** for reporting purposes. Please review the [guidelines here](#).



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](#).