

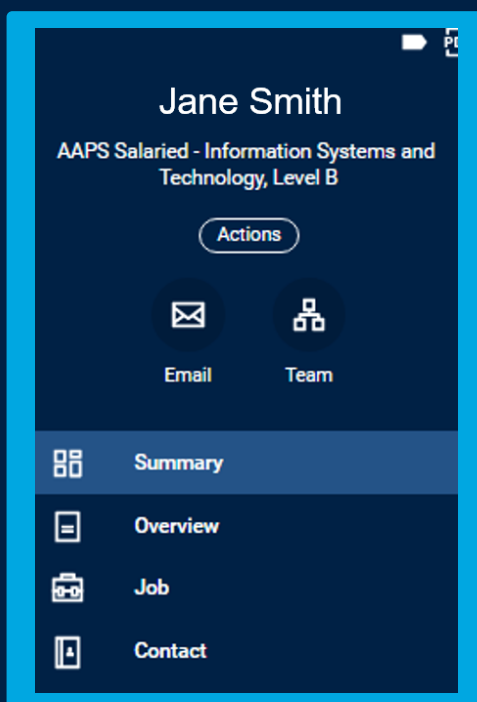
IN THE KNOW

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



WORKDAY TIP OF THE MONTH

Updating Business Titles on Employee Profile



Jane Smith

AAPS Salaried - Information Systems and Technology, Level B

Actions

Email Team

Summary Overview Job Contact

Job Details

Organization	President's Office UBC (Santa Ono) >> UBCO Academic Program Management
Business Title	AAPS Salaried - Information Systems and Technology, Level B

There is a common issue in Workday where many employees' Business Titles have been mistakenly labelled as their Job Profile (i.e. salary grade), as shown in these examples. This happens during the Hire BP when the Business Title is not edited and is left as a duplicate of the Job Profile. To fix this, HR Analysts are able to edit the Business Titles for employees within the Sup Orgs to which they have access. Instructions on this process can be found within the [**Change Job: Change Location / Business Title Knowledge Base Article**](#).

APRIL ENGAGEMENTS



Workday Wednesday: Cash Deposits

Wednesday, April 20th | 10:00 - 11:00am

[Register here](#)

Workday Wednesday: One Time Payments

Wednesday, April 27th | 10:00 - 11:00am

[Register here](#)

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



FEATURE KNOWLEDGE BASE ARTICLE

Create Tuition Waiver: Credit Course

[Find article here](#)

CHANGES TO UBC VISA CARD SUSPENSION RULES

A key change on credit card suspensions, within the new [Business Expense Rules](#), will go into effect April 1st. UBC credit card expenditures must be submitted for reconciliation within 30 days following the expenditure. If the reconciliation is not made within 30 days, warning notifications will be issued by email to the individual. If the reconciliation is not submitted within 90 days following expenditures, the card will be suspended, per the signed cardholder agreement. To meet the requirements of the business rules, the procedure will change from asking for permission to suspend cards to suspending cards unless specified otherwise. More information on the Business Expense Rules [can be found here](#).

CANCELLING DRAFT EXPENSE REPORTS

If you have draft expense reports you'd like to cancel, follow these simple steps:

1.

Navigate to your expense reports, click 'View Expense Reports', then filter the Expense Report Status to 'Draft'. Be sure to select a date far in the past to ensure you capture any draft expense reports you may have forgotten.

2.

Click on the three dots beside the magnifying glass next to the expense report you'd like to cancel. Hover over the 'Expense Report' text under the Actions header, then select 'Cancel'. You'll be brought to the expense report and will need to click 'OK' to confirm the cancellation.

REVERT SETTINGS TO CLASSIC WORKDAY SEARCH

If you're not a fan of the new Workday search functionality, there is an option in Workday to revert back to the classic Workday search! Click on your profile icon in the top right-hand corner in Workday, then click 'My Account', then click 'Change Preferences'. From this page, you will see a 'Search Preferences' header. Change the Workday Search Provider to 'Classic Workday Search' and the Preferred Search Category to 'All of Workday', then click OK. You'll need to log out and then log back into Workday to see these changes take effect.

WORKDAY TEAMS CHANNEL FOR FACULTY MEMBERS

We are putting together a Workday Teams channel especially for UBCO faculty members. This channel will include resources on topics such as:

[Expenses](#) | [Grants, including reports](#) | [Managing Employees/Hiring Students](#) | [Procurement](#) | [General Workday Navigation](#)

This Teams channel will also serve as a communication tool to quickly pose Workday-related questions to the UBCO Workday support team. If you are interested in being added to this Teams channel, please contact Lauren.Hatchardeubc.ca.

UPDATED WORKDAY BASICS TRAINING COURSE

The [Workday Basics training course](#) for all faculty and staff has been updated to reflect the recent home page, search, and navigation changes as part of the latest Workday release. This course now has additional information on checking the status of business processes, handling errors and alerts in Workday, and viewing your organization.



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](#).