

IN THE KNOW

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



WORKDAY TIP OF THE MONTH



How To: View Employees' Upcoming Time Off as an HR Analyst

My Team's Upcoming Time Off

Organizations *

Start Date * 2022-06-06

End Date * 2022-06-12

Filter Name

Manage Filters

0 Saved Filters

HR Analysts have the ability to view upcoming approved absences for Sup Orgs to which they have access. Please note, this does not apply to Managers viewing subordinate Sup Orgs.

HR Analysts can run the **'My Team's Upcoming Time Off'** report, filtering by dates and Sup Orgs. To easily filter by Sup Orgs accessible to you, select 'My Organizations', then hit CTRL + A + enter to select all.

JUNE ENGAGEMENTS



Workday Wednesday: Temporary Promotions and Secondments

Wednesday, June 22nd | 10:00 – 11:00am

[Register here](#)

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



FEATURE KNOWLEDGE BASE ARTICLE

FAQ: Payroll

[Find article here](#)

CHANGES TO SECURITY ROLE REQUEST PROCESS

The Integrated Service Centre has recently implemented changes to the [security role request process](#), which now requires additional approvals. When submitting a security role request, along with the completed request template, you will be required to attach written approval depending on the request type. Any questions can be directed to Lauren.Hatchard@ubc.ca.

For Finance security role requests

- Attach written approval from your faculty/unit's Finance Manager

For HR security role requests (except Timekeeper role)

- Attach written approval from a UBCO HR Associate (Manveen Maadhra, Nicole Yearwood, or Jessica Zawada)
- Please note HR approval is not required for Timekeeper role requests

COSTING ALLOCATIONS REPORT

Faculty and unit administrators are reminded to run the '**All Workers Costing Allocations Current Positions - Distributed**' report to ensure every position in their portfolio has a costing allocation assigned. If you have any questions about costing allocations, please contact Lauren.Hatchard@ubc.ca.

NEW ONE PAGERS OUTLINE NOTIFICATIONS SENT TO NEW HIRES

The ISC has prepared new documents to show what new hires see when they first login to Workday, along with emails they receive from UBC regarding CWL account creation and accessing Workday. These documents will provide transparency for hiring administrators when communicating with new hires.

These documents show the notifications, emails, and tasks new hires receive when beginning their employment at UBC. Hiring administrators can access these documents on the [UBCO Workday Resources webpage here](#).

UPDATED REPORT TO VIEW SECURITY ROLES ASSIGNED TO ORGANIZATIONS

The 'Worker Security Group and Role Assignments w/Org Structure - Distributed' report has been renamed to the '**Security Role Assignments with Org Structure - Distributed**' report. This report shows all security roles assigned to positions within a Sup Org. It can be filtered by security role and employee.

SET UP DELEGATIONS BEFORE YOUR ABSENCE

With summer vacations around the corner, it's more important than ever to remember to set up delegations in Workday. Timely delegations ensure business processes are not delayed while you're out of the office. This could include missing the approval of an employee's time submission, resulting in a significant delay in their pay! Please review your delegations in Workday and ensure you are covered during your absences.

For more information on delegations, please review the recent Workday Wednesday [slides](#) and [recording](#).

KNOWN ISSUE: RECORD OF EMPLOYMENT AMENDMENTS

The UBCO Payroll team would like to inform the campus of a known issue with respect to late BP entries/amendments and the impact on employees who have left UBC or are on leave. When BPs, earnings, time entries, or time off requests are submitted late and have an effect on an ROE that has already been issued, UBCO Payroll does not receive a notification. There is also no such report yet available in Workday for them to pull this information to be made aware of these changes.

As a result, **please ensure you notify the UBCO Payroll team of any late entries that will impact an employee's earnings with ROE's that have already been issued.** These amendments will impact an employee's EI claim and could cause them to receive the incorrect amount of EI that they are entitled to. This has significant tax implications for the employee as well. If you have questions regarding this information, please contact the UBCO Payroll team at ubco.payroll@ubc.ca.

KNOWN ISSUE: ERRORS ON CERTAIN OFFER LETTERS

There is currently an error on the Employment Agreements generated by Workday when an employee is a) moving between hourly and salary positions as part of the Change Job process, or b) taking an additional job that has a different pay group than their primary position. These letters are incorrectly referring to their compensation salary as monthly when it is hourly, and vice versa. HR Administrators and Managers processing these hires should review offer letters and, if needed, manually override the pay frequency in the '[Generate Document](#)' step before submitting. While pay frequency may be incorrect, compensation will be accurate. As always, please review the employee's record once these processes are complete.

USING EXISTING POSITIONS IN WORKDAY

If you are hiring a replacement for a vacant or soon-to-be vacant position, it is recommended to use and fill the existing position instead of creating a new position. Workday security is tied to the position; using the existing positions ensures the new hire will have the necessary security right when they start at UBC. If you are creating a new position, be sure to request the **necessary security roles** prior to the incumbent starting at UBC.

UPDATED CREDIT CARD REQUEST FORMS IN WORKDAY

Financial Operations and the ISC have recently updated two Credit Card request forms in Workday: **Credit Card Request | Limit Change** and **Credit Card Request | Application**.

What has changed?

Credit Card Request | Limit Change

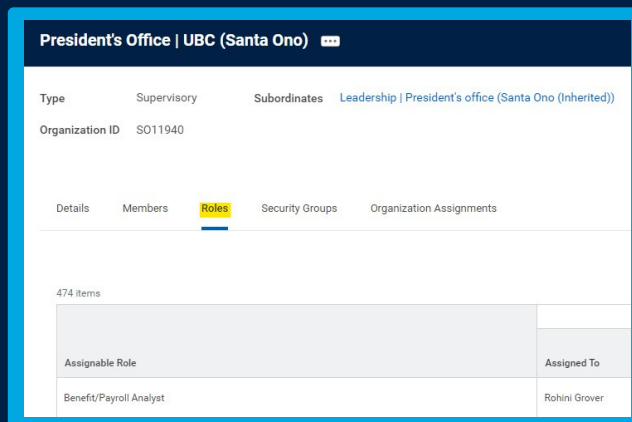
- Requestor is now asked to select a reason for requesting a transactional credit limit change
- Improved guidance around attaching backup documents

Credit Card Request | Application

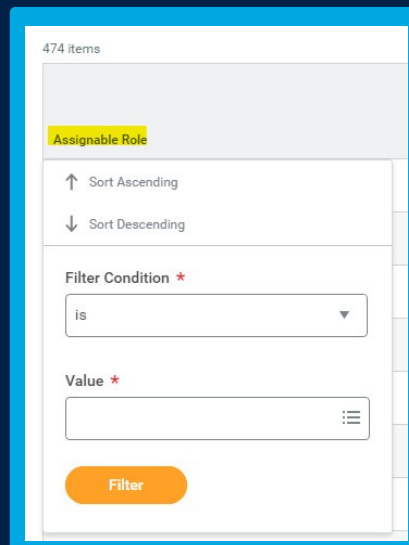
- Requestor is now asked to select a location for receiving the card
- Added and improved the questions to ensure requestors clearly reference the credit card policies in the updated **Business Expense rules**

FINDING SECURITY ROLES ASSIGNED TO SUP ORGS

To view the security roles assigned to the Sup Org, navigate to the Sup Org in Workday and click on the '**Roles**' tab



Click the '**Assignable Role**' header and filter based on the role you'd like to see



REVIEW YOUR WORK ADDRESS AND LOCATION

Please review your work address and location by navigating to your employee profile in Workday. If anything looks incorrect or needs updating, please contact your faculty/departement administrator to update your location.

CONTACT THE INTEGRATED SERVICE CENTRE

To speak directly to a service representative, or if the inquiry is urgent, the ISC can be reached at [\(250\) 807-8163](tel:2508078163).



[Submit a ticket here.](#)

Hours of operation: Monday - Friday | 8:00am - 5:00pm

Need help with a ticket? Contact Lauren.Hatchardeubc.ca.

