

IN THE KNOW

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



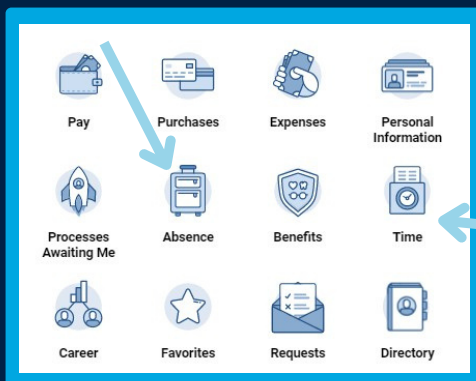
WORKDAY TIP OF THE MONTH

Requesting Time Off as an Hourly Employee



Hourly employees must complete two actions in Workday when they have absence.

1. Enter their scheduled working hours via **Entering Time (Hourly Staff)**.
2. Enter their absence hours via the **Absence** application.



If hourly employees do not enter their scheduled working hours, they will not be paid for their absence.

MAY ENGAGEMENTS



Workday Wednesday: Leaves of Absence

Wednesday, May 11th | 10:00 – 11:00am

[Register here](#)

Workday Wednesday: Delegations

Wednesday, May 25th | 10:00 – 11:00am

[Register here](#)

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



FEATURE KNOWLEDGE BASE ARTICLE

Security Role Request Process

[Find article here](#)

REGRET EMAILS TO CANDIDATES ON JOB REQS

Workday will send an automatic email to candidates in two situations:

1. **When the Job Requisition is successfully filled by another candidate**, Workday will send an automatic regret email to the candidates that remain in the recruitment stages of **Application Received**, **Screen**, and **Assessment**. Candidates in recruiting stages of **Interview** or beyond will not receive an email.
2. **When the Job Requisition is closed or cancelled and the candidates are individually or mass declined with the reason of "Job Requisition Closed or Cancelled"**, Workday will send an automatic email to the candidate regardless of their recruitment stage.

More information can be found in the [Managing the Job Requisition Knowledge Base Article](#)

DON'T FORGET TO SET YOUR WORKDAY DELEGATIONS!

If you will be out of the office, be sure to set up your delegations in Workday to enable a colleague to initiate and/or approve tasks on your behalf in your absence. Workday tasks such as approving absence requests, receiving items, approving invoices/purchase requisitions, and many more can be delegated.

Delegation does not remove accountability for the original user. It does not transfer a person's security permissions to the appointed delegate, only security related to performing the delegated tasks. It will essentially route the Workday task from your inbox to the delegate's.

Employees are expected to exercise professional judgement when selecting a delegate. For example, don't pick someone that is also going on vacation, or someone that shouldn't see confidential information.

For further instructions, please review the Knowledge Base Articles linked [here](#) and [here](#).

Did you miss our sessions on Cash Deposits and/or One Time Payments? [Find them here](#).

BCGEU EMPLOYEES NOW ELIGIBLE FOR LEG. SICK LEAVE

As of May 1st, BCGEU roles are also eligible for Legislative Sick Leave. For more information on Legislative Sick Leave, please visit the [UBC HR website](#).

PROCESSING SUMMER SESSIONALS IN WORKDAY

It is important to process Summer Sessionals correctly through Workday to avoid any negative benefit implications. The process to rescind Sessional Leaves in Workday can be time consuming and may further delay access, pay, and benefits.

The Summer Sessional process differs from the Fall and Winter Sessional process:

- **Recall Leave**
 - Recall Leave monitors how long a sessional is on recall for in Workday, or is used as a secondary position for those who are eligible for benefits in primary positions. Primary positions that remain on recall leave and are not reappointed over the summer are not eligible to maintain benefits.
 - If there is an option to return a position from recall leave when appointing Summer Sessionals, it is important to do so. Return the position from recall leave and use the position number to reappoint. A new Summer Sessional position should **not be created**.
- **Benefits Eligible Leave**
 - Benefits Eligible Leave is attached to Fall and Winter sessional positions only and communicates to Workday that the sessional is eligible for benefits in some capacity. Under this leave, sessionals are eligible in some capacity for benefits over the summer.
 - **Do not return this position from leave for Summer Sessional positions.** If you do, they will no longer have access to benefits over the summer. Either reappoint a separate sessional position that is on leave (see Recall Leave), or create a new Summer Sessional position.

For assistance/questions related to this process, please contact Trisha.Kasawski@ubc.ca.

IMPORTANCE OF TIMELY COMPLETION OF ONBOARDING

New or re-hires must complete all Onboarding tasks in Workday. New hires may encounter **payment, tax slip, or benefit coverage issues** if they fail to complete the following:

- provide a primary address
- complete the payment election
- complete direct deposit tasks
- complete tax elections
- complete benefit enrolment (if eligible)

HR Administrators and Managers should remind new hires to complete **all onboarding tasks**. To review the status of the new hires' onboarding, HR Administrators and Managers can run the **"Onboarding Status Summary - Distributed"** report.



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.