

# IN THE KNOW

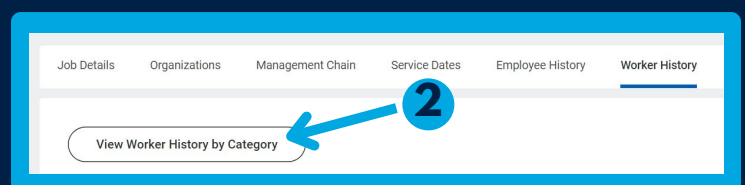
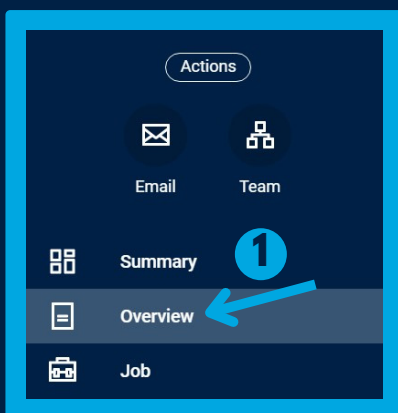
UBCO's newsletter for the latest updates on Workday HR and Finance



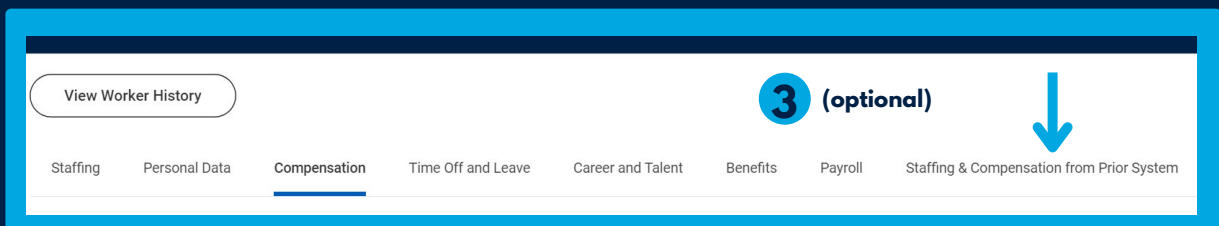
## WORKDAY TIP OF THE MONTH



### How To: View Your Complete Worker History



Your Worker History in Workday shows you history of your employment at UBC, including details from positions you've held previously. To access your Worker History, click 'Overview' from your employee profile, then click 'View Worker History by Category'. You can also view information from PeopleSoft prior to Workday Go-Live by clicking on 'Staffing & Compensation from Prior System'.



# JULY ENGAGEMENTS



New series: **Workday Webinars** | [Learn more about Workday Webinars here](#)

Recruitment – Hiring through a Job Posting

Date: July 21st | 10:00 – 11:30am

[Register here](#) and [submit questions ahead of time by July 13th](#)

Please note, recruitment knowledge is required prior to attending this session. [Please review the details here.](#)



## FEATURE KNOWLEDGE BASE ARTICLE

Delegate Expenses or Initiate as an Expense Delegate

[Find article here](#)

## WORKDAY ENHANCEMENTS INFORMATION

The Integrated Service Centre has launched a new resource on their website outlining upcoming planned Workday enhancements. A Workday enhancement could be the addition of a new component or tool in Workday, a new feature within an application or component we already use, or a way to optimize a current Workday feature. Enhancements are prioritized by the relevant process owner (e.g. Central Finance, Central HR, Payroll) and the ISC supports them in evaluating and implementing these changes to align with UBC's strategic priorities and operational activities.

You can find the list of upcoming enhancements by [visiting the webpage here](#).

## QUESTIONS ABOUT YOUR BENEFITS? CONTACT JACKY!

If you have questions regarding your benefits plan, UBCO's Relocation and Benefits Associate, Jacky Ivans, is here to help you. If you are a hiring administrator, you can also list Jacky in the Onboarding Setup under 'Helpful Contacts'. This will ensure new hires know who they can contact when enrolling in benefits or have questions about their specific coverage information.

## TRAINING FOR NEW HIRES

The UBCO Workday team will be hosting a series of Workday training sessions at the end of August for new UBCO employees. Sessions are currently in development and details will be shared in the coming weeks; topics will include Expenses, Time + Absence, basic Workday navigation, and other subjects that new hires may find beneficial. If you've hired a new employee recently and would like additional resources for Workday training, please contact [Lauren.Hatchard@ubc.ca](mailto:Lauren.Hatchard@ubc.ca).

# UNIVERSAL START DATES FOR HOURLY STUDENT HIRES

To avoid conflicting BPs when multiple units are hiring an hourly student for different positions, hiring administrators can use universal start dates when hiring *hourly student employees*. For these employees starting in September, hiring administrators can set the start date to **September 1st**, regardless of the actual start date. This prevents conflicting Hire BPs when a student is being hired for multiple positions. The subsequent unit hiring the same student can complete the **Add Job BP** after the hire has already been completed for another position. Please note, this practice of universal start dates only applies to hourly student employees. For more information, please contact your HR Associate.

## CHANGES TO SECURITY ROLE REQUEST PROCESS



**Reminder:** Security role requests now require written approval from HR and/or your Finance Manager. Please refer to the [June In the Know newsletter](#) for more information.

## NEW HR OPERATIONAL REPORTS DASHBOARD FOR HR ADMINS AND MANAGERS

In response to feedback from the UBC community, the Integrated Service Centre has created an HR Operational Reports dashboard for HR Administrators and Managers to easily find and access commonly-used operational reports in Workday. To access this dashboard, search "HR Operational Reports" in Workday and click the "HR Operations Reports Custom Landing Page Group" in the search results. To see a description of all the reports included, search for and run the "HR Operational Reports - Distributed" report, which is also listed on the dashboard. If you have any questions about the dashboard or reports listed, submit a Workday support request, using the category "Systems and Other Requests" and the subcategory "Reporting".

## 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. [Submit a ticket here.](#)



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

Need help with a ticket? Contact [Lauren.Hatchard@ubc.ca](mailto:Lauren.Hatchard@ubc.ca).

