



THE UNIVERSITY OF BRITISH COLUMBIA

AVP Finance and Operations
Okanagan Campus

Workday Training for New Hires Time and Absence

August 24th, 2022



RESOURCES AVAILABLE

[View Absence Balance](#)

[Request Time Off](#)

[Correct My Absence Request](#)

[Entering Time](#)

[FAQ: Entering or Correcting Time](#)

[2022 Payroll Calendar and Deadlines](#)

[Workday Essentials for Hourly Staff Training Course](#)

[Workday Essentials for Salaried Staff Training Course](#)

UBCO WORKDAY RESOURCES PAGE

Workday Resources



New Hires One Pagers (Resources for Administrators)

- [Onboarding Homepage](#)
- [Direct Hire – Notifications, Emails, and Tasks](#)
- [Recruitment Hire – Notifications, Emails, and Tasks](#)

Workday Wednesdays

June 22, 2022: Temporary Promotions and Secondments

- [Presentation](#)
- [Recording](#)
- [Video Demonstration](#)

May 25, 2022: Delegations

- [Presentation](#)
- [Recording](#)

May 11, 2022: Leaves of Absence

- [Presentation](#)
- [Recording](#)

April 27, 2022: One Time Payments

- [Presentation](#)
- [Recording](#)

Previous Engagements

March 1, 2022: Faculty of Science Expenses Workshop (Materials are relevant to all faculty and staff)

- [Presentation](#)
- [Recording](#)

November 25, 2021: Student Hires Q+A

- [Presentation](#)
- [Recording](#)

October 14, 2021: Workday Procurement 101

- [Presentation](#)
- [Session recording](#)

May 26, 2021: UBCO Costing Allocations Refresher Session

- [Presentation](#)

May 18, 2021: UBCO Student Hires Session

- [Session recording](#)
- [Presentation](#)

March 16, 2021: UBCO Security Role Session – New Request Template and Process

- [Session recording](#)
- [Presentation](#)

March 3, 2021: Grant Administrators Session

- [Presentation](#)



Webpage for UBCO specific content, such as session slides/recordings, one-pagers, and the monthly newsletter

INTEGRATED SERVICE CENTRE

The screenshot displays the UBC Integrated Service Centre website. At the top, a dark blue header contains the text "Integrated Service Centre". Below this is a navigation bar with links for "Home", "About", "Resources", "News", and "Contact". To the right of the navigation bar are two buttons: "Access Support" (blue) and "Login to Workday" (orange). A dropdown menu is open under "Resources", listing "Workday This Week", "Events", "Workday Enhancements", "Workday Releases", and "Workday Training". The main content area features a large image of a UBC campus building with the text "Workday Training" overlaid. Below the image, a white box contains the text "UBC Workday Training Courses".

Resource for Workday training information, session registration, 'Workday This Week' updates, and access to Knowledge Base Articles/ticket support

<https://isc.ubc.ca/>



UBC SERVICE NOW – KNOWLEDGE BASE AND TICKETS

Home Request a Service Search Knowledge View My Tickets View My Surveys

Welcome to the UBC Self Service Portal

I am looking for...

Request a Service

Get Help

View My Tickets

Search IT Knowledge

Search Workday Knowledge

Get Workday Support

Access Workday Knowledge Base articles and submit tickets for inquiries regarding Workday troubleshooting

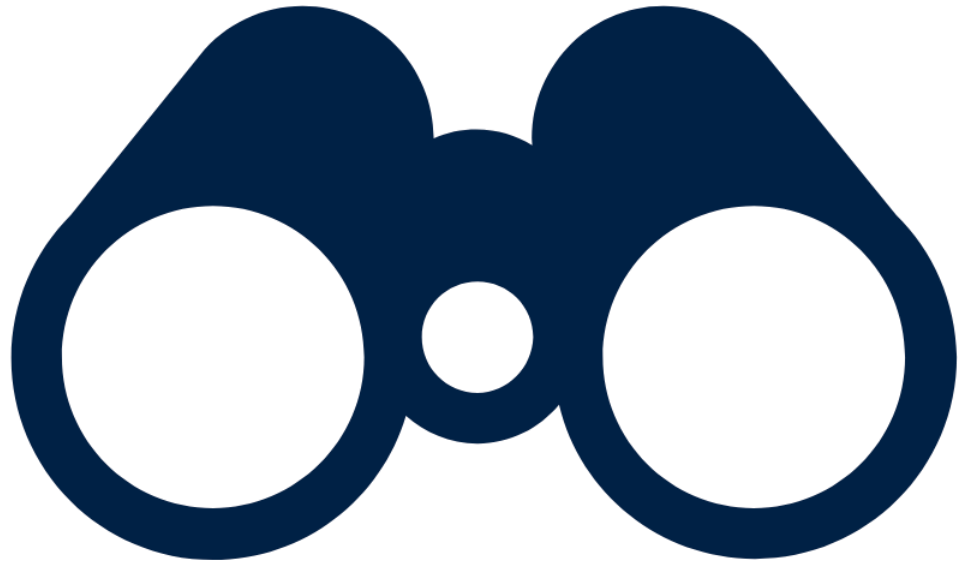
<https://ubc.service-now.com/selfservice>



AGENDA

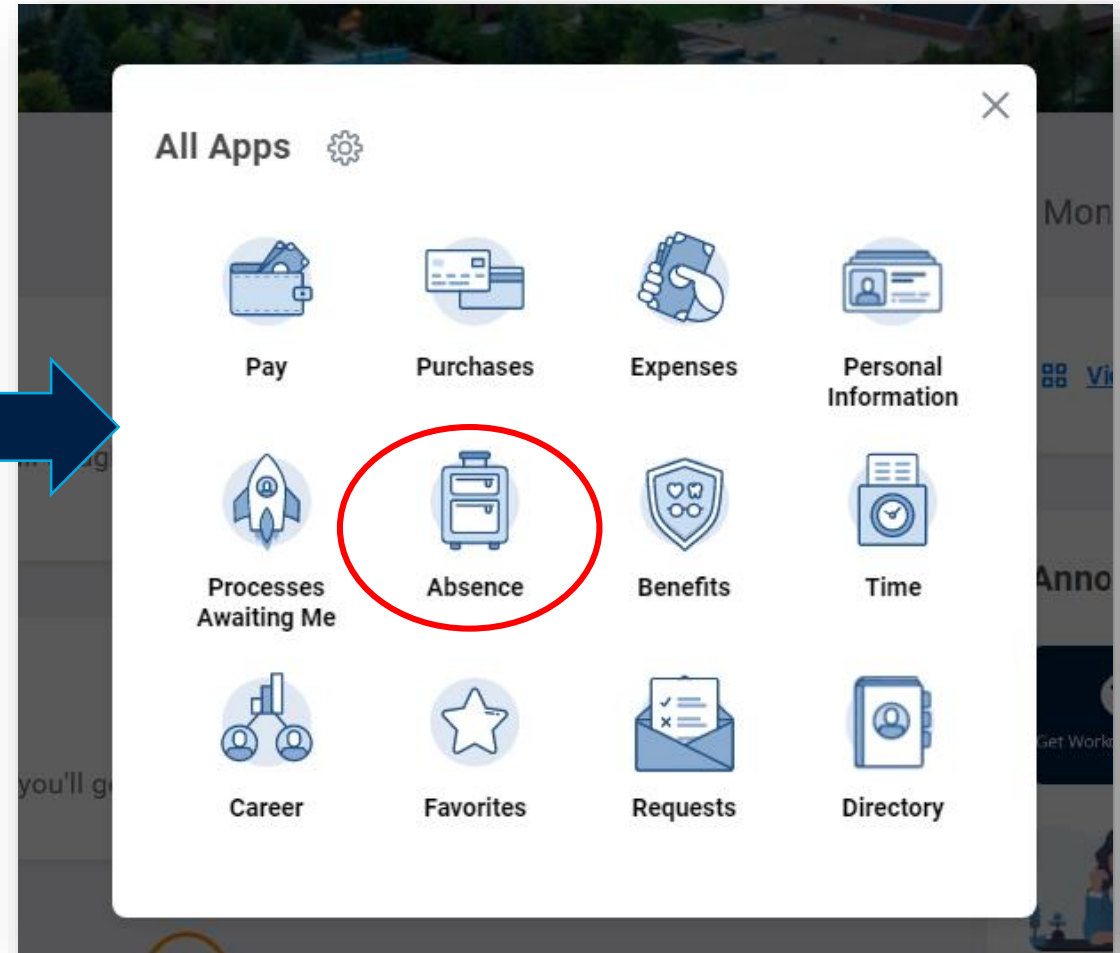
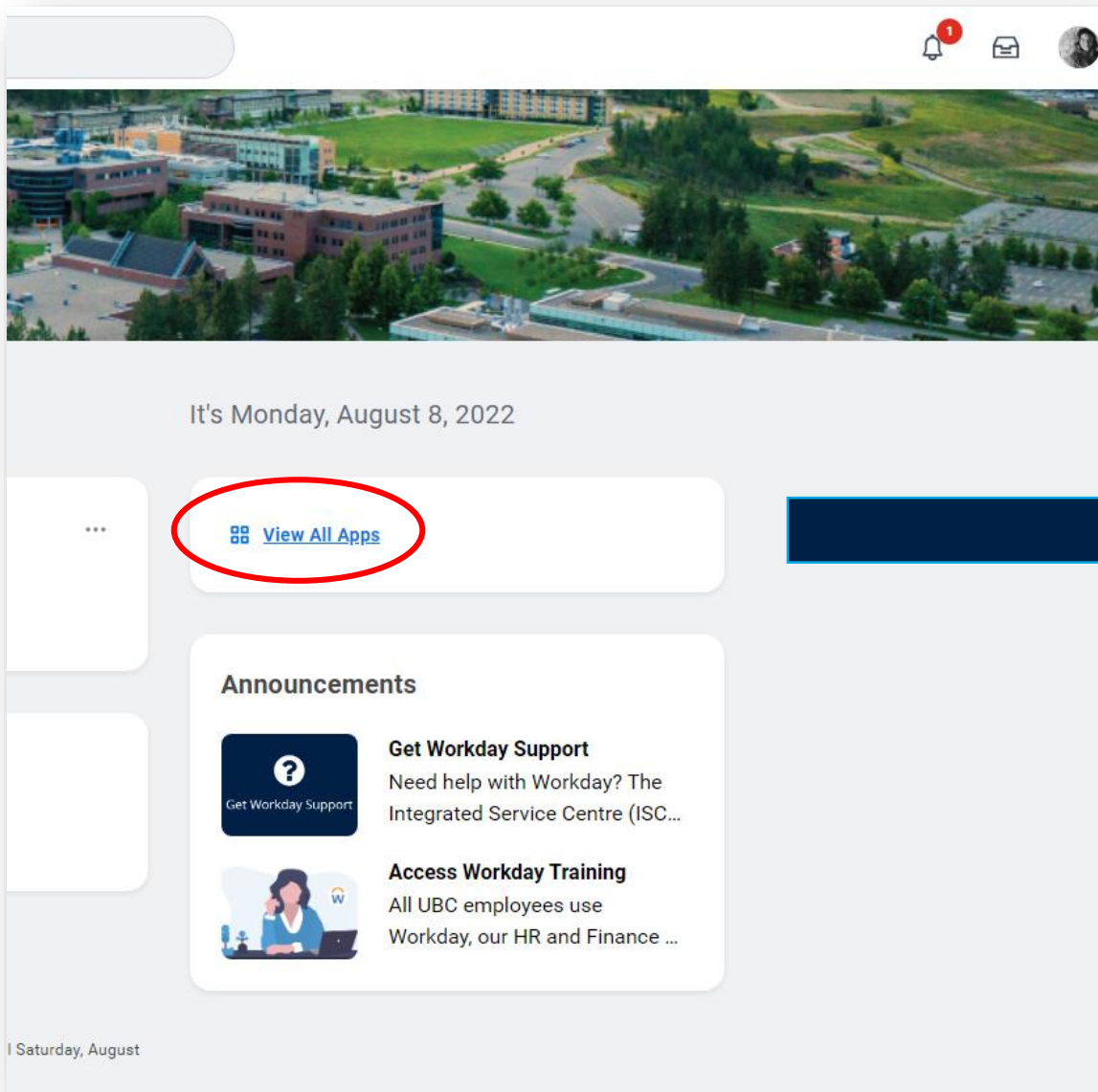
- 1 | Viewing your Absence Balance
- 2 | Submitting an Absence
- 3 | Correcting an Absence
- 4 | Submitting Time and Deadlines



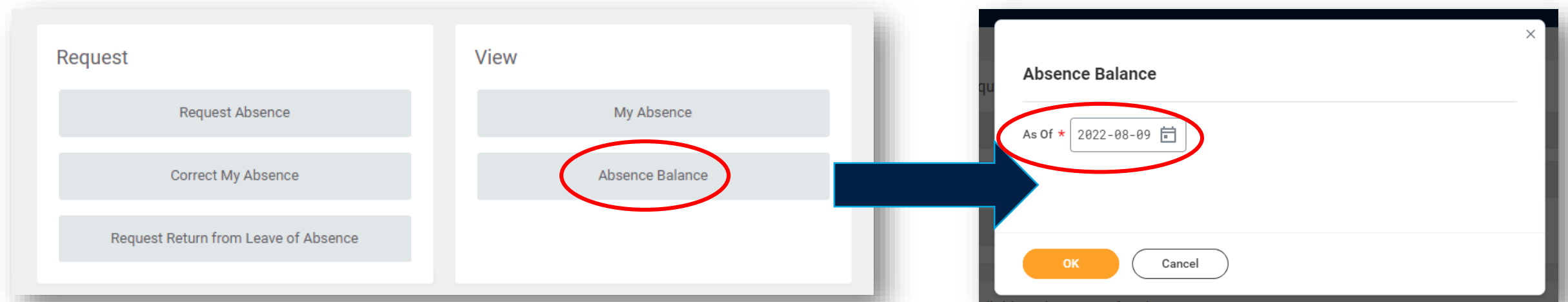


VIEWING YOUR ABSENCE BALANCE

VIEWING YOUR ABSENCE BALANCE



VIEWING YOUR ABSENCE BALANCE



The 'As Of' date shows you your balance up to that date. If you want to see your balance to the end of the year, including future absences, set your 'As Of' date to December 31st!

VIEWING YOUR ABSENCE BALANCE

Your balance before your allotment (e.g. a carryforward balance from the previous year)

Beginning Year Balance	Accrued Year To Date	Absence Paid Year To Date	Beginning Period Balance	Accrued in Period	Absence Paid in Period	Carryover Forfeited in Period	Ending Period Balance	Ending Period Balance Including Pending Events	
0	0	0	0	0	0	0	0	0	
0	3.5	3.5	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	0	
58.24	175.24	84	58.24	175.24	84	0	149.48	149.48	
							Total:	149.48	149.48

VIEWING YOUR ABSENCE BALANCE

Your balance before your allotment (e.g. a carryforward balance from the previous year)

Beginning Year Balance	Accrued Year To Date	Absence Paid Year To Date	Beginning Period Balance	Accrued in Period	Absence Paid in Period	Carryover Forfeited in Period	Ending Period Balance	Ending Period Balance Including Pending Events	
0	0	0	0	0	0	0	0	0	
0	3.5	3.5	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	0	
58.24	175.24	84	58.24	175.24	84	0	149.48	149.48	
							Total:	149.48	149.48

Your yearly allotment

VIEWING YOUR ABSENCE BALANCE

Your balance before your allotment (e.g. a carryforward balance from the previous year)

Absence taken this year

Beginning Year Balance	Accrued Year To Date	Absence Paid Year To Date	Beginning Period Balance	Accrued in Period	Absence Paid in Period	Carryover Forfeited in Period	Ending Period Balance	Ending Period Balance Including Pending Events	
0	0	0	0	0	0	0	0	0	
0	3.5	3.5	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	0	
58.24	175.24	84	58.24	175.24	84	0	149.48	149.48	
							Total:	149.48	149.48

Your yearly allotment

VIEWING YOUR ABSENCE BALANCE

Your balance before your allotment (e.g. a carryforward balance from the previous year)

Absence taken this year

Beginning Year Balance	Accrued Year To Date	Absence Paid Year To Date	Beginning Period Balance	Accrued in Period	Absence Paid in Period	Carryover Forfeited in Period	Ending Period Balance	Ending Period Balance Including Pending Events	
0	0	0	0	0	0	0	0	0	
0	3.5	3.5	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	0	
58.24	175.24	84	58.24	175.24	84	0	149.48	149.48	
							Total:	149.48	149.48

Your yearly allotment

Total remaining
 $\text{Beginning Year Balance} + \text{Accrued Year to Date} - \text{Absence Paid Year to Date} = \text{Ending Period Balance}$

VIEWING YOUR ABSENCE BALANCE

Your balance before your allotment (e.g. a carryforward balance from the previous year)

Absence taken this year

Total remaining including any absences that have been submitted but not yet approved

Beginning Year Balance	Accrued Year To Date	Absence Paid Year To Date	Beginning Period Balance	Accrued in Period	Absence Paid in Period	Carryover Forfeited in Period	Ending Period Balance	Ending Period Balance Including Pending Events	
0	0	0	0	0	0	0	0	0	
0	3.5	3.5	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	0	
58.24	175.24	84	58.24	175.24	84	0	149.48	149.48	
							Total:	149.48	149.48

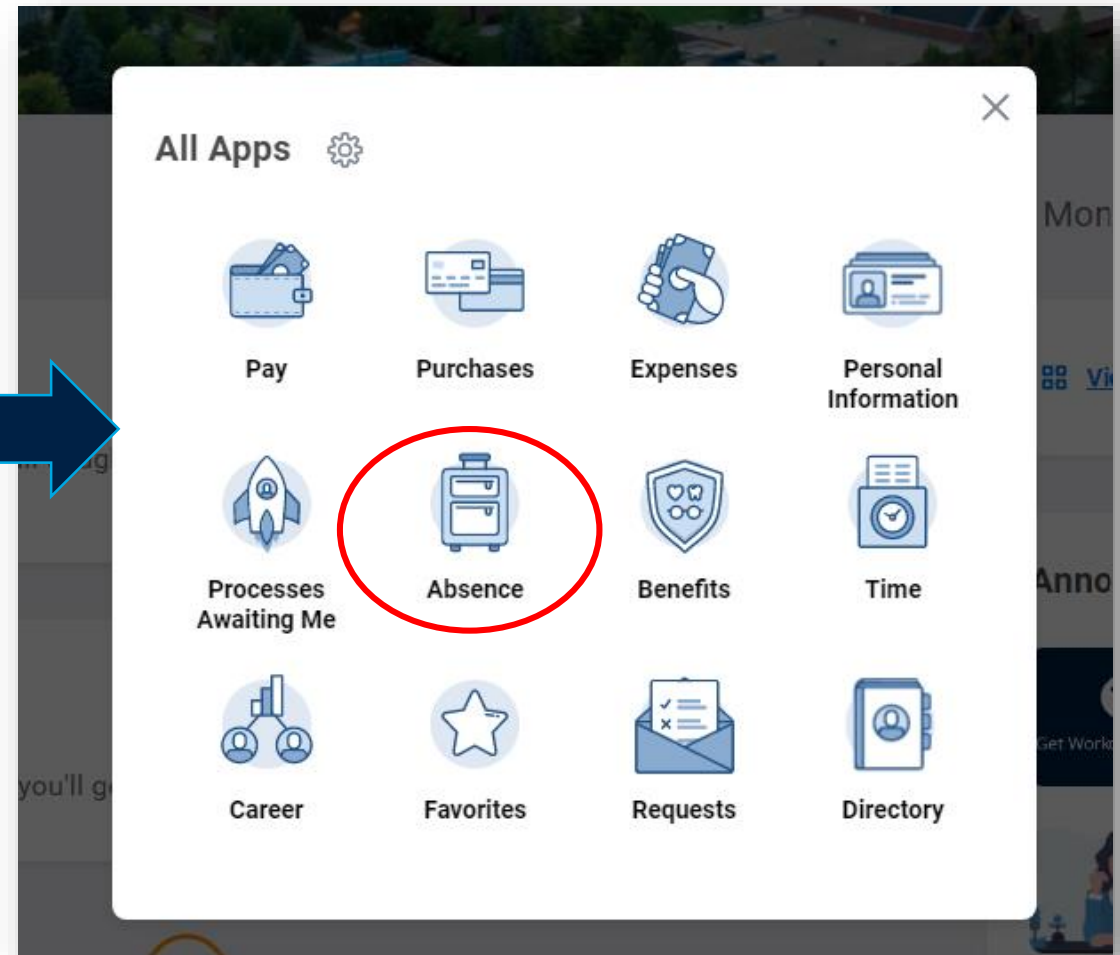
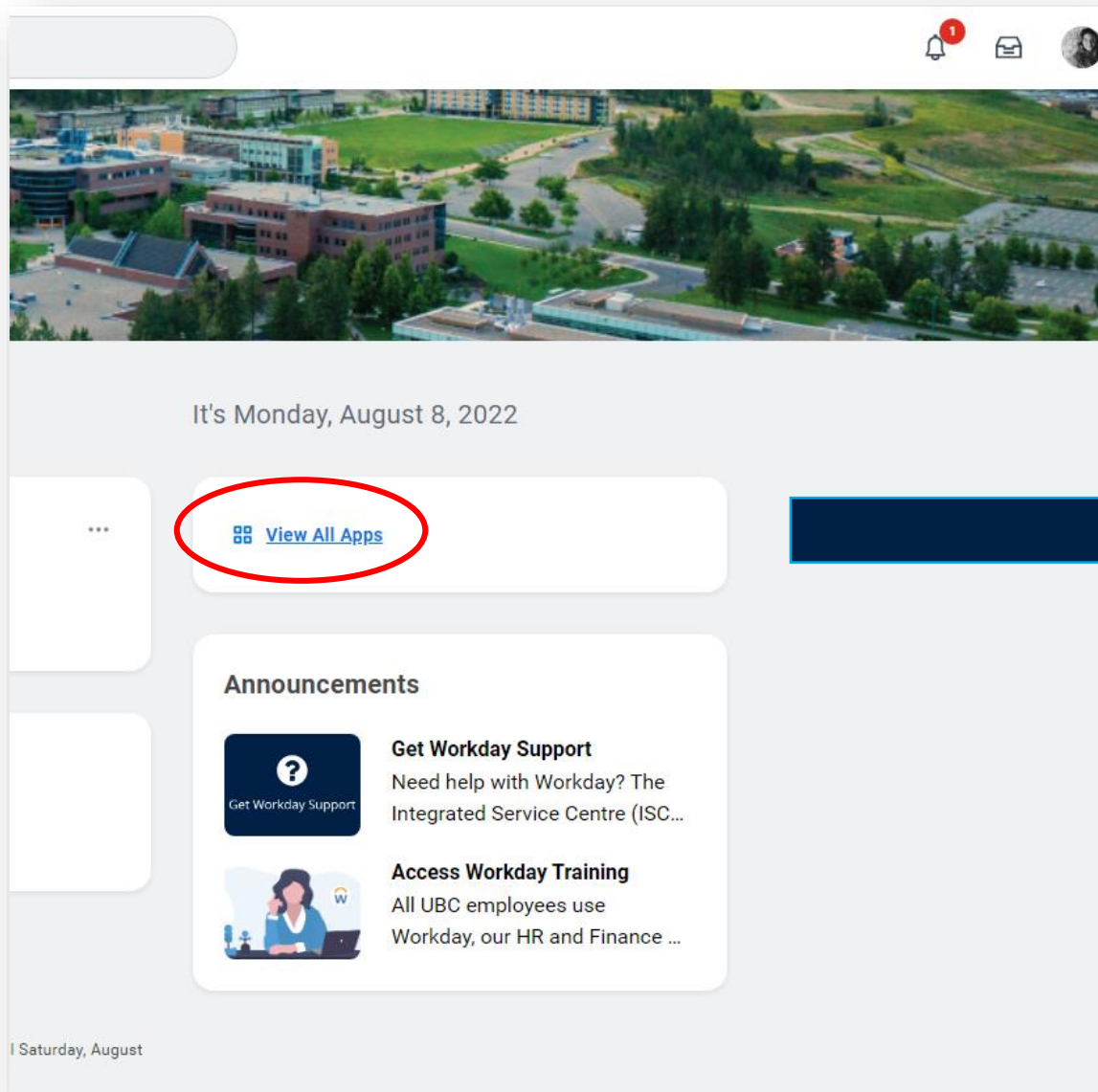
Your yearly allotment

Total remaining



SUBMITTING AN ABSENCE

SUBMITTING AN ABSENCE



SUBMITTING AN ABSENCE

Request	View
Request Absence	My Absence
Correct My Absence	Absence Balance
Request Return from Leave of Absence	

SUBMITTING AN ABSENCE

Click and drag on the calendar or select date range.

Select Date Range

View Teams

Balances

Balance as of 

Per Plan

Bereavement Time Off, Jury Duty/Court Witness, Personal Emergency Time Off, Professional Development/Training Time Off, Unpaid Court Appearance
P000084479 AAPS Salaried - Administration, Level B
0 Hours

Paid Sick Time Off
P000084479 AAPS Salaried - Administration, Level B
0 Hours

Unpaid Personal Time Off
P000084479 AAPS Salaried - Administration, Level B
0 Hours

Unpaid Sick Time Off
P000084479 AAPS Salaried - Administration, Level B
0 Hours

5 Days - Request Absence

Today < > August 2022 ▾

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1 BC Day	2	3	4	5	6
7	8	9	10 Today	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27

Select the date(s) for your absence

SUBMITTING AN ABSENCE

Click and drag on the calendar or select date range.

Select Date Range View Teams

Balances

Balance as of 2022-08-10

Per Plan

- Bereavement Time Off, Jury Duty/Court Witness, Personal Emergency Time Off, Professional Development/Training Time Off, Unpaid Court Appearance P000084479 AAPS Salaried - Administration, Level B 0 Hours
- Paid Sick Time Off P000084479 AAPS Salaried - Administration, Level B 0 Hours
- Unpaid Personal Time Off P000084479 AAPS Salaried - Administration, Level B 0 Hours
- Unpaid Sick Time Off P000084479 AAPS Salaried - Administration, Level B 0 Hours

Today < > August 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	31	1	2	3	4	5
	BC Day					
	7	8	9	10	11	12
	14	15	16	17	18	19
	21	22	23	25	26	27

Today

5 Days - Request Absence

Balances are shown here. 'As of' date can be edited.

Select the date(s) for your absence

SUBMITTING AN ABSENCE

Click and drag on the calendar or select date range.

Select Date Range View Teams

'View Teams' shows your colleagues upcoming absences as well for planning/resourcing

Balances

Balance as of 2022-08-10

Per Plan

- Bereavement Time Off, Jury Duty/Court Witness, Personal Emergency Time Off, Professional Development/Training Time Off, Unpaid Court Appearance P000084479 AAPS Salaried - Administration, Level B 0 Hours
- Paid Sick Time Off P000084479 AAPS Salaried - Administration, Level B 0 Hours
- Unpaid Personal Time Off P000084479 AAPS Salaried - Administration, Level B 0 Hours
- Unpaid Sick Time Off P000084479 AAPS Salaried - Administration, Level B 0 Hours

Today < > August 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	31	1	2	3	4	5
	BC Day					
	7	8	9	10	11	12
	14	15	16	17	18	19
	21	22	23	25	26	27

Balances are shown here. 'As of' date can be edited.

Select the date(s) for your absence

5 Days - Request Absence

SUBMITTING AN ABSENCE

Click and drag on the calendar or select date range.

Select Date Range View Teams

'View Teams' shows your colleagues upcoming absences as well for planning/resourcing

Balances

Balance as of 2022-08-10

Per Plan

- Bereavement Time Off, Jury Duty/Court Witness, Personal Emergency Time Off, Professional Development/Training Time Off, Unpaid Court Appearance P000084479 AAPS Salaried - Administration, Level B 0 Hours
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- Unpaid Personal Time Off P000084479 AAPS Salaried - Administration, Level B 0 Hours
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Today < > August 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	31	1	2	3	4	5
	BC Day					
	7	8	9	10	11	12
	14	15	16	17	18	19
	21	22	23	25	26	27

Today

Select the date(s) for your absence

5 Days - Request Absence

Once you've selected your days, click 'Request Absence'

SUBMITTING AN ABSENCE

The screenshot shows a web form titled "Select Absence Type" with a close button (X) in the top right corner. The form contains the following fields:

- When:** Monday, August 15, 2022 - Friday, August 19, 2022
- Type ***: A dropdown menu with "Search" at the top and "Vacation" selected below it.
- Position ***: A dropdown menu with "AAPS Salaried - Administration, Level B" selected.

At the bottom of the form are two buttons: "Next" (orange) and "Cancel" (white with a grey border).

Two callout boxes provide instructions:

- A callout pointing to the "Type" dropdown: "Select the absence type. This example is vacation."
- A callout pointing to the "Position" dropdown: "If you have multiple positions, ensure you've selected the correct position."

SUBMITTING AN ABSENCE

The screenshot shows a web form titled "Select Absence Type" with a close button (X) in the top right corner. The form contains the following fields:

- When:** Monday, August 15, 2022 - Friday, August 19, 2022
- Type ***: A dropdown menu with "Search" at the top and "Vacation" selected below it.
- Position ***: A dropdown menu with "AAPS Salaried ... - Administration, Level B" selected.
- Buttons:** "Next" (highlighted with a red oval) and "Cancel".

Three callout boxes provide instructions:

- A blue callout box points to the "Type" dropdown with the text: "Select the absence type. This example is vacation."
- A blue callout box points to the "Position" dropdown with the text: "If you have multiple positions, ensure you've selected the correct position."
- A blue callout box points to the "Next" button with the text: "Click Next".

SUBMITTING AN ABSENCE

Request 1 item

	*From	*To	*Type	Quantity per Day	Total	
⊕	2022-08-15	2022-08-19	× Vacation	0 hours	0 hours	Edit Quantity per Day

At the next page, your quantity per day will default to 0 hours

SUBMITTING AN ABSENCE

Request 1 item

	*From	*To	*Type	Quantity per Day	Total	
+	2022-08-15	2022-08-19	x Vacation	0 hours	0 hours	Edit Quantity per Day

At the next page, your quantity per day will default to 0 hours

Click 'Edit Quantity per Day'

SUBMITTING AN ABSENCE

Request 1 item

	*From	*To	*Type	Quantity per Day	Total	
	2022-08-15	2022-08-19	× Vacation	0 hours	0 hours	Edit Quantity per Day

Edit Quantity per Day

Update All Quantities

You can either update all dates to the same hours per day

At the next page, your quantity per day will default to 0 hours

Click 'Edit Quantity per Day'

5 items

Date	Quantity per Day	Comments
Mon, Aug 15, 2022	<input type="text" value="0"/>	<input type="text"/>
Tue, Aug 16, 2022	<input type="text" value="0"/>	<input type="text"/>
Wed, Aug 17, 2022	<input type="text" value="0"/>	<input type="text"/>
Thu, Aug 18, 2022	<input type="text" value="0"/>	<input type="text"/>
Fri, Aug 19, 2022	<input type="text" value="0"/>	<input type="text"/>

Done

Cancel

SUBMITTING AN ABSENCE

Request 1 item

	*From	*To	*Type	Quantity per Day	Total	
	2022-08-15	2022-08-19	× Vacation	0 hours	0 hours	Edit Quantity per Day

Edit Quantity per Day

Update All Quantities

You can either update all dates to the same hours per day

At the next page, your quantity per day will default to 0 hours

Click 'Edit Quantity per Day'

5 items

Date	Quantity per Day	Comments
Mon, Aug 15, 2022	<input type="text" value="0"/>	<input type="text"/>
Tue, Aug 16, 2022	<input type="text" value="0"/>	<input type="text"/>
Wed, Aug 17, 2022	<input type="text" value="0"/>	<input type="text"/>
Thu, Aug 18, 2022	<input type="text" value="0"/>	<input type="text"/>
Fri, Aug 19, 2022	<input type="text" value="0"/>	<input type="text"/>

Or update individually

Done

Cancel

SUBMITTING AN ABSENCE

Request 1 item

	*From	*To	*Type	Quantity per Day	Total	
	2022-08-15	2022-08-19	× Vacation	0 hours	0 hours	Edit Quantity per Day

Edit Quantity per Day

Update All Quantities

You can either update all dates to the same hours per day

At the next page, your quantity per day will default to 0 hours

Click 'Edit Quantity per Day'

5 items

Date	Quantity per Day	Comments
Mon, Aug 15, 2022	<input type="text" value="0"/>	<input type="text"/>
Tue, Aug 16, 2022	<input type="text" value="0"/>	<input type="text"/>
Wed, Aug 17, 2022	<input type="text" value="0"/>	<input type="text"/>
Thu, Aug 18, 2022	<input type="text" value="0"/>	<input type="text"/>
Fri, Aug 19, 2022	<input type="text" value="0"/>	<input type="text"/>

Or update individually

Click Done

Done

Cancel

SUBMITTING AN ABSENCE

Review your total hours to ensure the amount is correct

Total 35 hours - Vacation

Request 1 item

	*From	*To	*Type	Quantity per Day	Total	
	2022-08-15	2022-08-19	x Vacation	7 hours	35 hours	Edit Quantity per Day

Details for: Vacation

Position * AAPS Salaried - Administration, Level B

enter your comment

Attachments

Attachment area with dashed border

[Submit](#) [Cancel](#)

SUBMITTING AN ABSENCE

Ensure type is correct

Review your total hours to ensure the amount is correct

Total 35 hours - Vacation

Request 1 item

	*From	*To	*Type	Quantity per Day	Total	
	2022-08-15	2022-08-19	x Vacation	7 hours	35 hours	Edit Quantity per Day

Details for: Vacation

Position * AAPS Salaried - Administration, Level B

enter your comment

Attachments

[Submit](#) [Cancel](#)

SUBMITTING AN ABSENCE

Ensure dates are correct

Ensure type is correct

Review your total hours to ensure the amount is correct

Total 35 hours - Vacation

Request 1 item

	*From	*To	*Type	Quantity per Day	Total	
	2022-08-15	2022-08-19	x Vacation	7 hours	35 hours	Edit Quantity per Day

Details for: Vacation

Position * AAPS Salaried - Administration, Level B



enter your comment

Attachments

Attachment area with dashed border

Submit

Cancel

SUBMITTING AN ABSENCE

Total 35 hours - Vacation

Request 1 item

	*From	*To	*Type	Quantity per Day	Total	
	2022-08-15	2022-08-19	x Vacation	7 hours	35 hours	Edit Quantity per Day

Details for: Vacation

Position * AAPS Salaried - Administration, Level B

enter your comment

Attachments

[Submit](#) [Cancel](#)

Ensure dates are correct

Ensure type is correct

Review your total hours to ensure the amount is correct

Click Submit

SUBMITTING AN ABSENCE

Today < > August 2022 ▾

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1 BC Day	2	3	4	5	
7	8	9	10 Today	11	12	
14	15 Vacation	16	17	18	19	
21	22	23	24	25	26	

Your request will then route to your manager for approval

SUBMITTING AN ABSENCE

The screenshot shows a calendar for August 2022. A 'Vacation' request is submitted from Monday, August 15, to Friday, August 19, 2022. The 'Details' modal is open, displaying the following information:

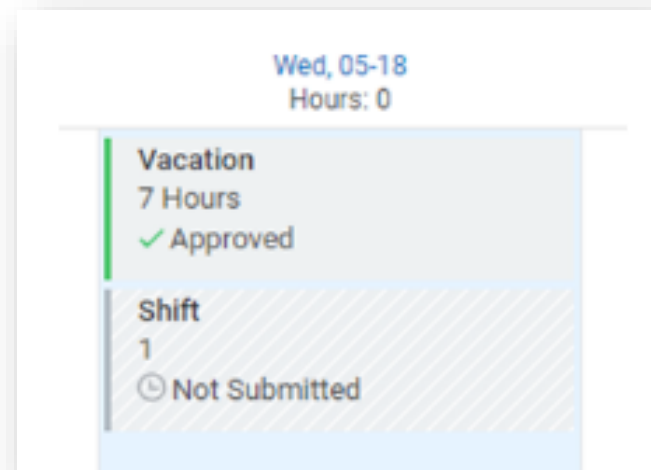
Field	Value
When	Monday, August 15, 2022 - Friday, August 19, 2022
Type	Vacation
Position	P000084479 AAPS Salaried - Administration, Level B
Requested	35 Hours
Initiated On	2022-08-10 03:41 p.m.
Absence Event	Absence Request: Lauren Hatchard
Comment	(empty)

At the bottom of the modal, there are two buttons: 'Cancel this Request' and 'Close'.

Callout 1: Your request will then route to your manager for approval

Callout 2: If you need to cancel the request, click on the grey 'Vacation' day in the calendar view, then click 'Cancel this Request'

SUBMITTING AN ABSENCE – HOURLY EMPLOYEES



Hourly employees who have entered Absence types paid vacation or banked overtime **will also see a 'Shift' block in Time Tracking.**

These blocks are used to ensure these days are considered working days in Workday and will be submitted along with their other hours.

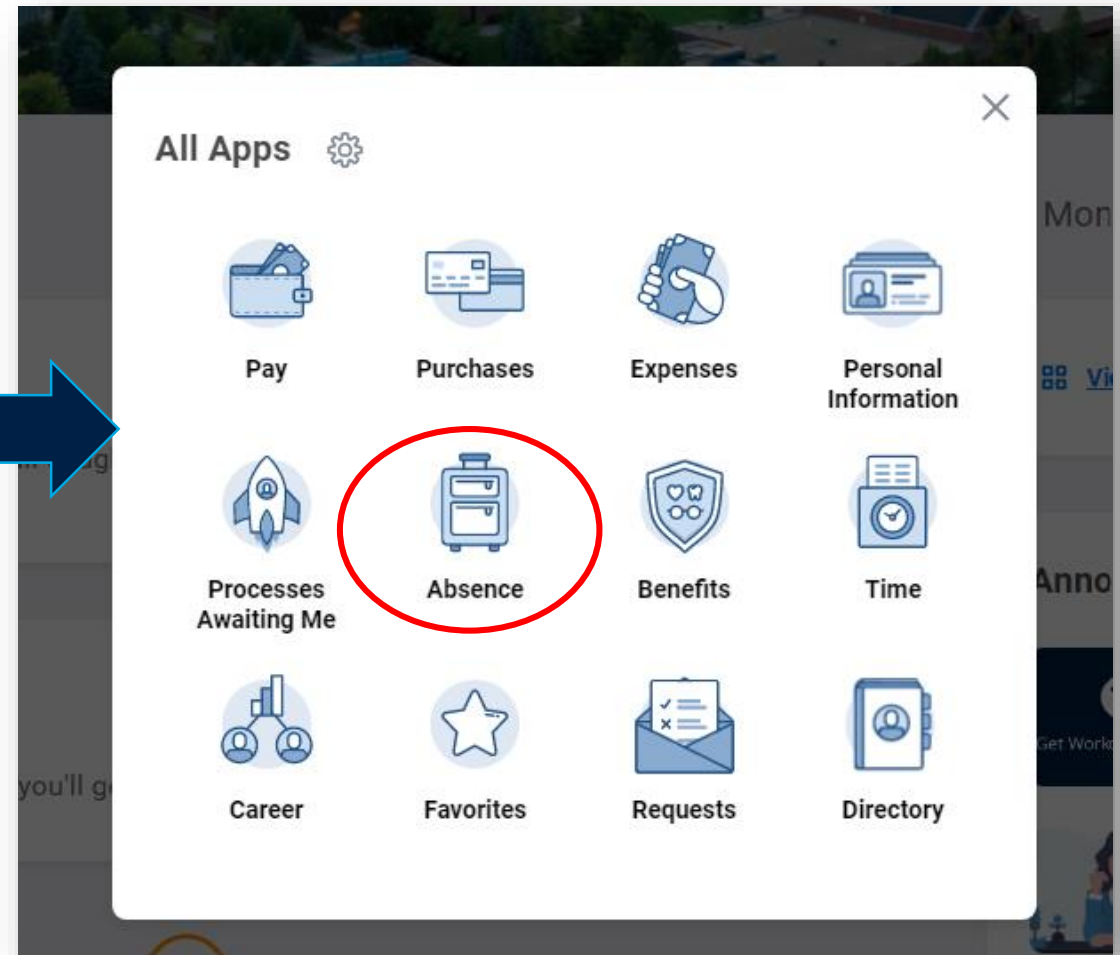
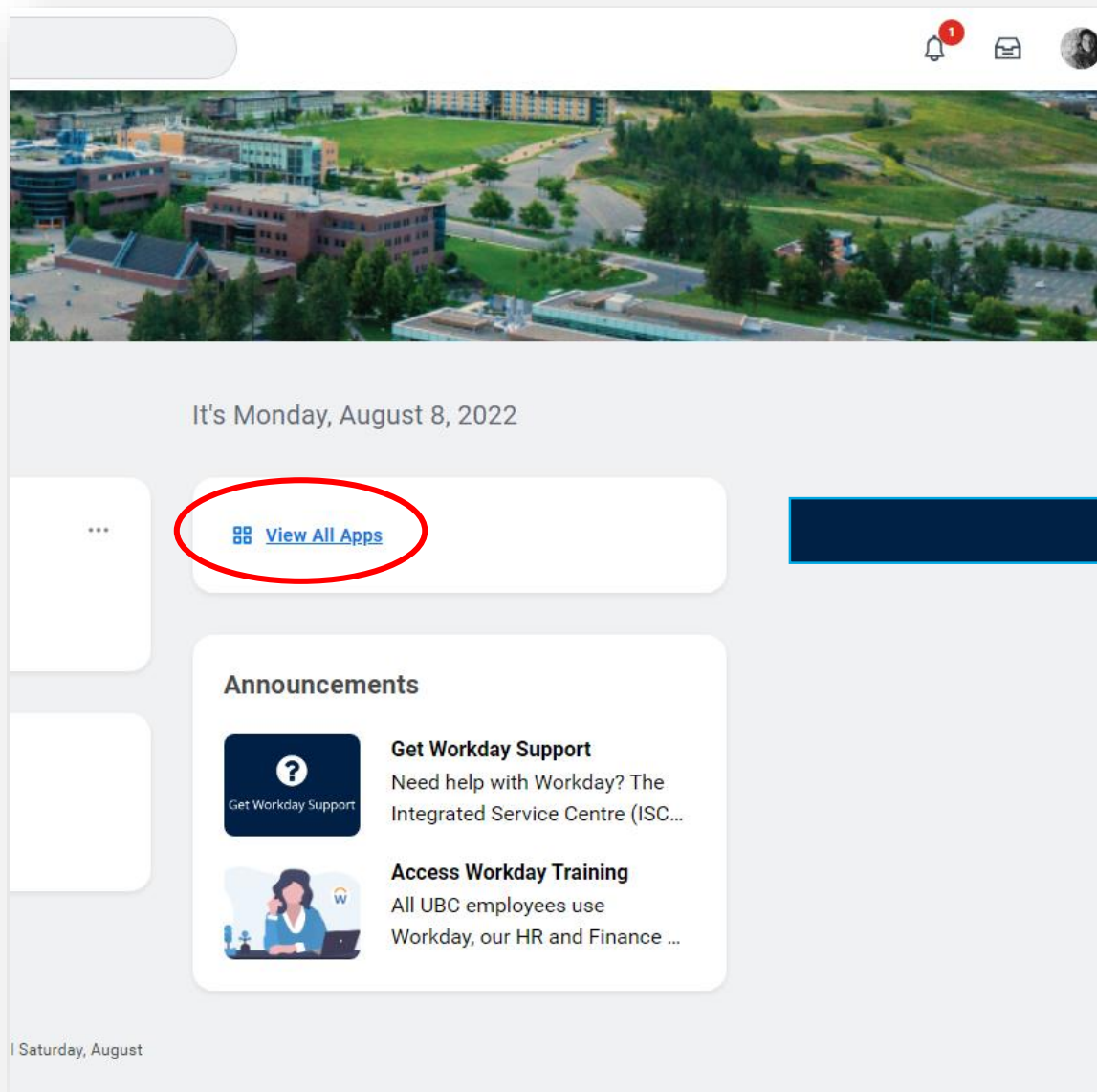
If an hourly employee uses paid vacation or banked overtime in a pay period **where they did not enter any hours worked, they will need to submit the Shift blocks, which appear automatically under Time.**

These Shift blocks must be submitted in Time Tracking in order for the absences to be recorded as 'days worked'.

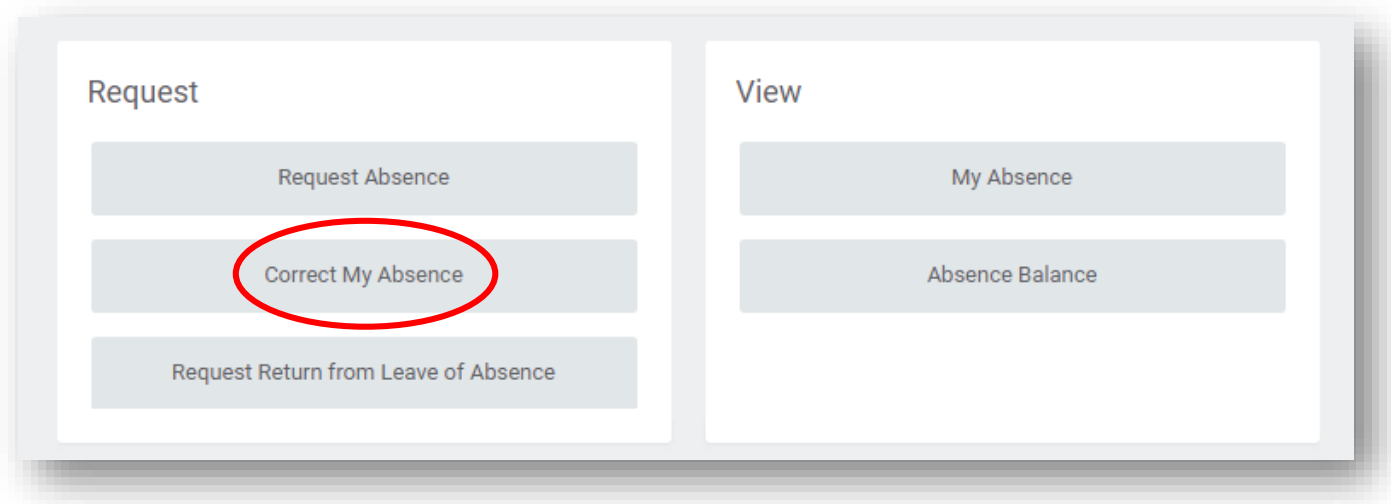


CORRECTING AN ABSENCE

CORRECTING AN ABSENCE



CORRECTING AN ABSENCE



CORRECTING AN ABSENCE

10	11	12	13	14	15	
17	18	19	20	21	22	
✓ Vacation						
▼	▼	▼	▼	▼	▼	
24	25	26	27	28	29	

If you need to correct your absence after it's already been approved, click the green bar of your vacation request

CORRECTING AN ABSENCE

To remove the request altogether, click the 'minus' sign for the day you are removing.

Correct 5 items ☰ ☰

	Date	Type	Daily Quantity	Select
⊖	Monday, July 18, 2022	Vacation	7 Hours	<input type="checkbox"/>
⊖	Tuesday, July 19, 2022	Vacation	7 Hours	<input type="checkbox"/>
⊖	Wednesday, July 20, 2022	Vacation	7 Hours	<input type="checkbox"/>
⊖	Thursday, July 21, 2022	Vacation	7 Hours	<input type="checkbox"/>
⊖	Friday, July 22, 2022	Vacation	7 Hours	<input type="checkbox"/>

Type

Quantity per Day

Unit of Time (empty)

Comment

> Details

CORRECTING AN ABSENCE

Select All 1 selected

Correct 5 items

	Date	Type	Daily Quantity	Select
⊖	Monday, July 18, 2022	Vacation	3.5 Hours	<input checked="" type="checkbox"/>
⊖	Tuesday, July 19, 2022	Vacation	7 Hours	<input type="checkbox"/>
⊖	Wednesday, July 20, 2022	Vacation	7 Hours	<input type="checkbox"/>
⊖	Thursday, July 21, 2022	Vacation	7 Hours	<input type="checkbox"/>
⊖	Friday, July 22, 2022	Vacation	7 Hours	<input type="checkbox"/>

Type

Position P000084479 AAPS Salaried - Administration, Level B

Quantity per Day

Unit of Time Hours

Comment

> Details

To remove the request altogether, click the 'minus' sign for the day you are removing.

To edit a day, or multiple days, select the day

Then enter the new quantity

CORRECTING AN ABSENCE

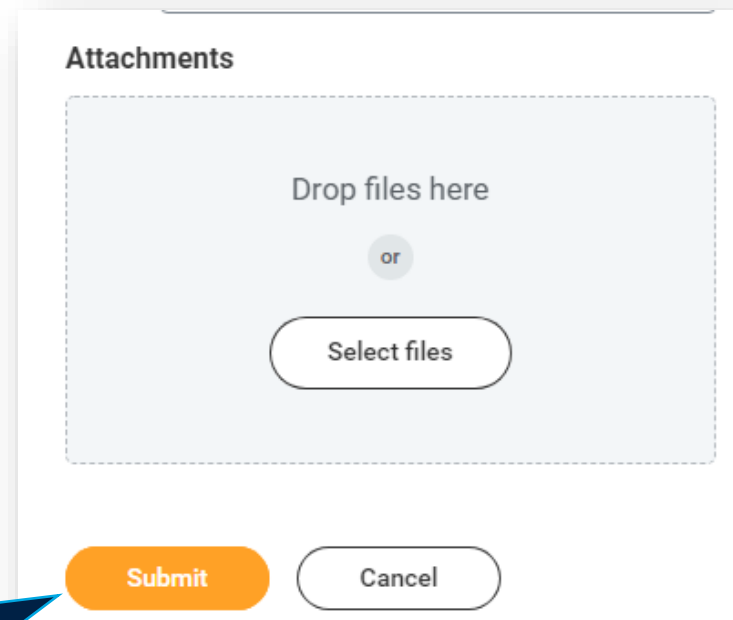
Attachments

Drop files here

or

Select files

Submit Cancel



Once you've made the changes,
click 'Submit'

CORRECTING AN ABSENCE

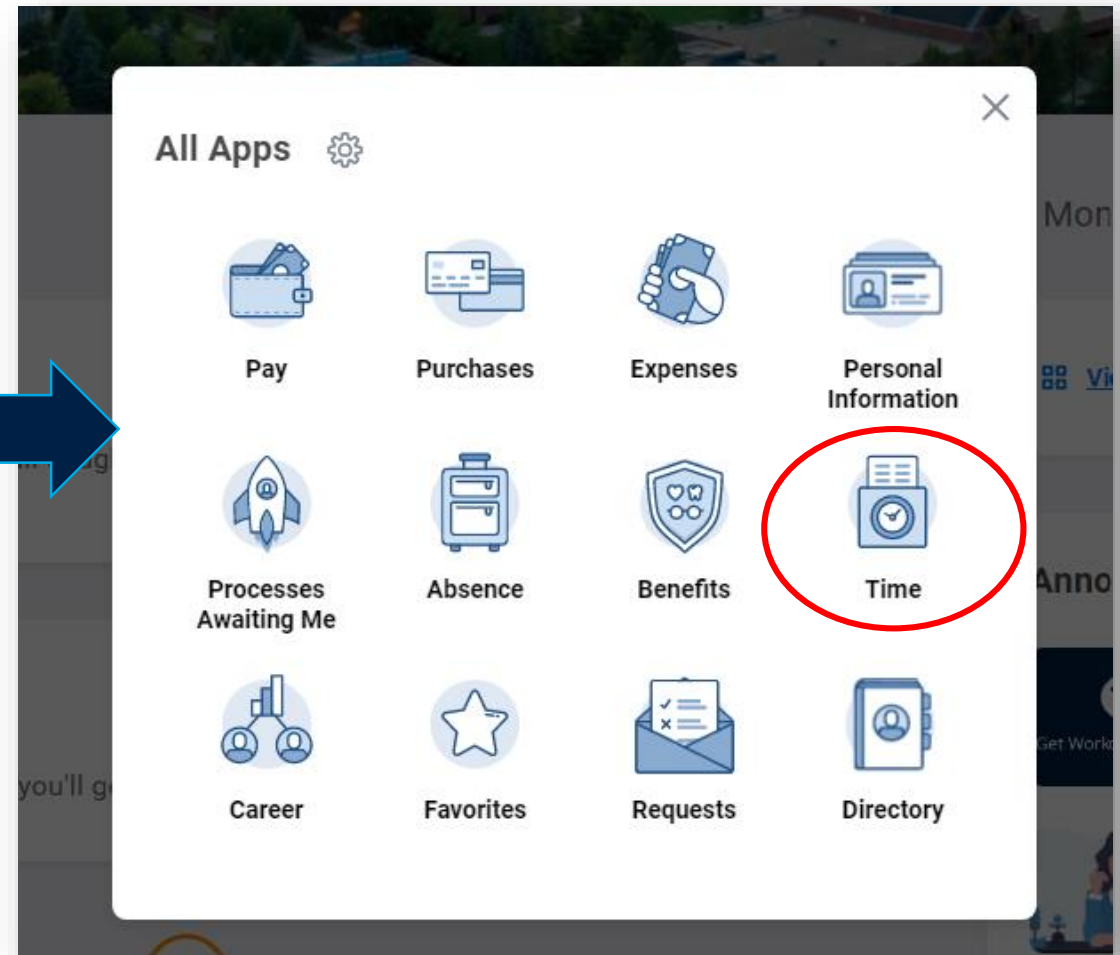
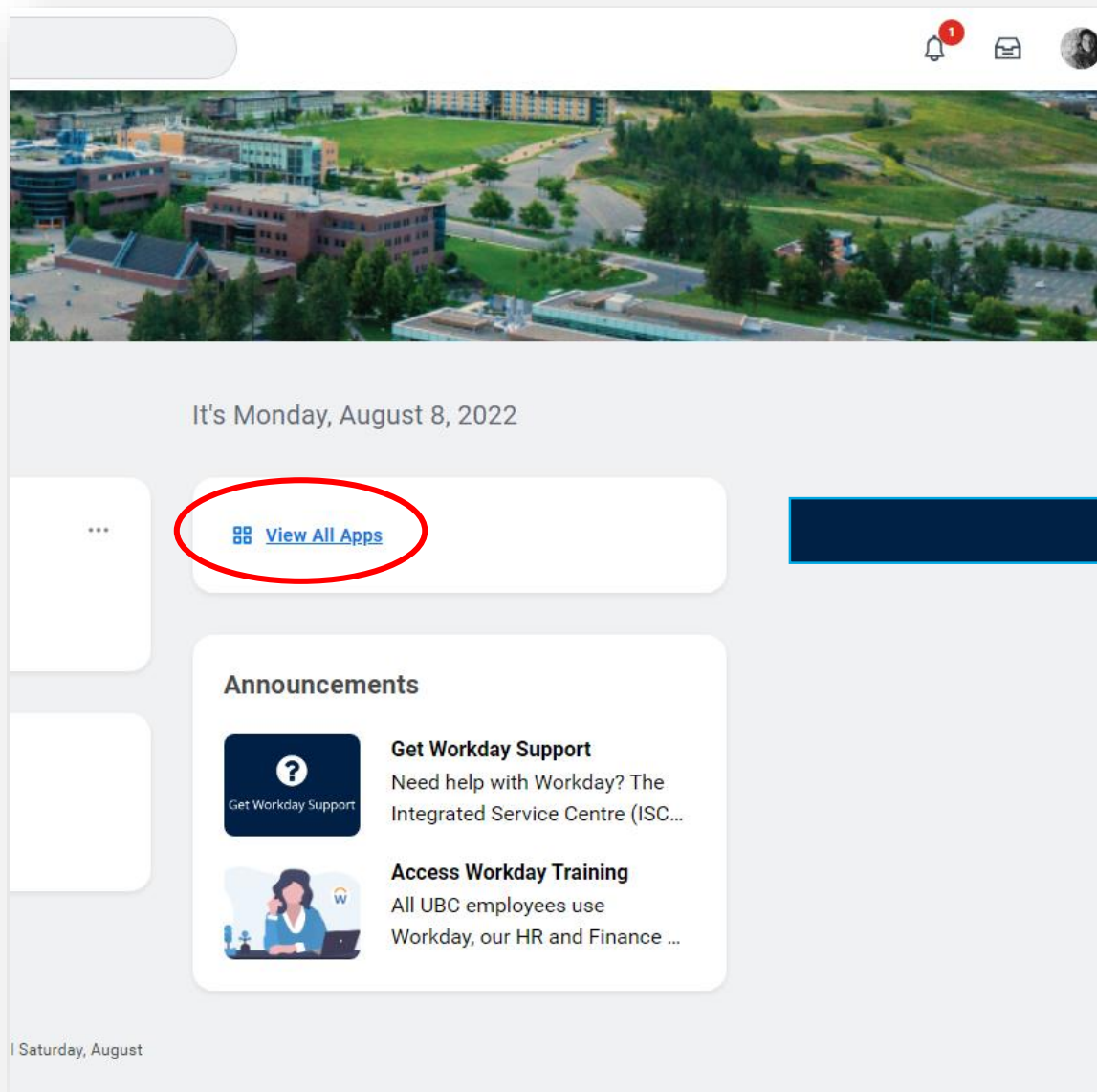
10	11	12	13	14	15
17	18	19	20	21	22
⌚ Vacation					
24	25			28	29

Your request will go back to grey and will route to your manager for approval



SUBMITTING TIME AND DEADLINES

SUBMITTING TIME



SUBMITTING TIME

The screenshot shows a user interface for submitting time. It is divided into two main sections: 'Enter Time' on the left and 'View' on the right. The 'Enter Time' section contains three buttons: 'This Week (21 Hours)', 'Last Week (28 Hours)', and 'Select Week'. A red rounded rectangle highlights these three buttons. The 'View' section contains three buttons: 'My Schedule', 'My Time Off', and 'Time Off Balance'. The entire interface is presented in a light gray box with a subtle drop shadow.

When entering time, you can select which week you'd like to enter your time for

SUBMITTING TIME

The screenshot shows a user interface for submitting time. It is divided into two main sections: 'Enter Time' on the left and 'View' on the right. The 'Enter Time' section contains three buttons: 'This Week (21 Hours)', 'Last Week (28 Hours)', and 'Select Week'. A red rounded rectangle highlights these three buttons. The 'View' section contains three buttons: 'My Schedule', 'My Time Off', and 'Time Off Balance'. A large red 'X' is overlaid on the 'My Schedule' button.

When entering time, you can select which week you'd like to enter your time for

SUBMITTING TIME

The screenshot displays the 'Enter Time' interface. At the top, there is a red header with the text 'Enter Time' and a user profile icon. Below the header, a navigation bar shows 'Today', navigation arrows, and the date range 'Feb 21 - 27, 2021'. The main area is a calendar grid with columns for Sun, 02-21; Mon, 02-22; Tue, 02-23; and Wed, 02-24. Each day column has a 'Hours: 0' label. The grid is divided into hourly slots from 8 AM to 1 PM. A blue vertical bar highlights the Tuesday column. A blue button labeled 'Enter Time' is positioned in the 9 AM slot of the Tuesday column. A red arrow points to this button. A dark blue callout box with white text says: 'Under the day you wish to enter time for, click on a time block.'

SUBMITTING TIME

Enter Time

Today < > Feb 21 – 27, 2021

	Sun, 02-21 Hours: 0	Mon, 02-22 Hours: 0	Tue, 02-23 Hours: 0	Wed, 02-24 Hours: 0
8 AM				
9 AM			Enter Time	
10 AM				
11 AM				
12 PM				
1 PM				

Under the day you wish to enter time for, click on a time block.

SUBMITTING TIME

Enter Time

Today < > Feb 21 – 27, 2021

Sun, 02-21 Hours: 0 Mon, 02-22 Hours: 0 **Tue, 02-23 Hours: 0** Wed, 02-24 Hours: 0

8 AM
9 AM
10 AM
11 AM
12 PM
1 PM

Enter Time

Under the day you wish to enter time for, click on a time block.



A pop-up window will appear. Enter your time in this window.

Enter Time

2021-02-23

Time Type * In/Out Time

In * 08:00 AM

Out * 12:00 PM

Out Reason * Out

Hours * 4

Position * P000027473 Undergrad Academic A...

Details

Cost Center

Program

Fund

Function

Comment

OK Cancel

SUBMITTING TIME

In/Out Time will default as the Time Type

Enter Time

2021-02-23

Time Type *

In *

Out *

Out Reason *

Hours *

Position *

Details

Cost Center

Program

Fund

Function

Comment

SUBMITTING TIME

In/Out Time will default as the Time Type

Enter Time

2021-02-23

Time Type *

In *

Out *

Out Reason *

Hours *

Position *

Details

Cost Center

Program

Fund

Function

Comment

Time in

SUBMITTING TIME

In/Out Time will default as the Time Type

Time out

Time in

Enter Time

2021-02-23

Time Type *

In *

Out *

Out Reason *

Hours *

Position *

Details

Cost Center

Program

Fund

Function

Comment

SUBMITTING TIME

In/Out Time will default as the Time Type

Time out

Time in

Select 'Meal' if you are taking a meal break during your day; select 'Out' if you are leaving for the day.

Enter Time

2021-02-23

Time Type *

In *

Out *

Out Reason *

Hours *

Position *

Details

Cost Center

Program

Fund

Function

Comment

SUBMITTING TIME

In/Out Time will default as the Time Type

Time out

Time in

Select 'Meal' if you are taking a meal break during your day; select 'Out' if you are leaving for the day.

If you have a meal break, it **must be entered!** Otherwise, time/rate calculations will not be accurate.

Enter Time

2021-02-23

Time Type *

In *

Out *

Out Reason *

Hours *

Position *

Details

Cost Center

Program

Fund

Function

Comment

SUBMITTING TIME

In/Out Time will default as the Time Type

Time out

Time in

Select 'Meal' if you are taking a meal break during your day; select 'Out' if you are leaving for the day.

If you have multiple positions, ensure you are entering time for the correct position to make sure you are paid correctly.

Enter Time
2021-02-23

Time Type * In/Out Time

In * 08:00 AM

Out * 12:00 PM

Out Reason * Out

Hours * 4

Position * P000027473 Undergrad Academic A...

Details

Cost Center

Program

Fund

Function

Comment

OK Cancel

SUBMITTING TIME

In/Out Time will default as the Time Type

Time out

If you have multiple positions, ensure you are entering time for the correct position to make sure you are paid correctly.

Enter Time

2021-02-23

Time Type *

In *

Out *

Out Reason *

Hours *

Position *

Details

Cost Center

Program

Fund

Function

Comment

Time in

Select 'Meal' if you are taking a meal break during your day; select 'Out' if you are leaving for the day.

These fields are optional in case your department charges employee hours to different budgets. Leave these blank unless specified by your manager/department administrator.

SUBMITTING TIME

Enter Time
2021-02-23

Time Type *

In *

Out *

Out Reason *

Hours *

Position *

Details

Cost Center

Program

Fund

Function

Comment

In/Out Time will default as the Time Type

Time out

Time in

Select 'Meal' if you are taking a meal break during your day; select 'Out' if you are leaving for the day.

If you have multiple positions, ensure you are entering time for the correct position to make sure you are paid correctly.

Repeat this process to enter a second block for the day if necessary (e.g. after a meal break).

These fields are optional in case your department charges employee hours to different budgets. Leave these blank unless specific by your manager/department administrator.

SUBMITTING TIME

Enter My Time ☰ PDF

Today ◀ ▶ Feb 21 - 27, 2021 ▼ Week Actions ▼

	Sun, 02-21 Hours: 0	Mon, 02-22 Hours: 7	Tue, 02-23 Hours: 7	Wed, 02-24 Hours: 7	Thu, 02-25 Hours: 7	Fri, 02-26 Hours: 7	Sat, 02-27 Hours: 0
						Pay date 2021-02-16 - 2021-02-28	
8 AM		Worked Time 8:00am - 12:00pm (Meal) 4 Hours <input type="radio"/> Not Submitted	Worked Time 8:00am - 12:00pm (Meal) 4 Hours <input type="radio"/> Not Submitted	Worked Time 8:00am - 12:00pm (Meal) 4 Hours <input type="radio"/> Not Submitted	Worked Time 8:00am - 12:00pm (Meal) 4 Hours <input type="radio"/> Not Submitted	Worked Time 8:00am - 12:00pm (Meal) 4 Hours <input type="radio"/> Not Submitted	
9 AM							
10 AM							
11 AM							
12 PM							
1 PM		Worked Time 1:00pm - 4:00pm 3 Hours <input type="radio"/> Not Submitted	Worked Time 1:00pm - 4:00pm 3 Hours <input type="radio"/> Not Submitted	Worked Time 1:00pm - 4:00pm 3 Hours <input type="radio"/> Not Submitted	Worked Time 1:00pm - 4:00pm 3 Hours <input type="radio"/> Not Submitted	Worked Time 1:00pm - 4:00pm 3 Hours <input type="radio"/> Not Submitted	
2 PM							
3 PM							
4 PM							

Summary

Feb 21 - 27, 2021

Regular	35
Overtime	0
Hourly Premiums	0
Banked Overtime	0
Time in Lieu	0

Review

Once you have entered your hours and are ready to submit, click Review.



SUBMITTING TIME

The Submit Time window will show. Verify the time you've entered, enter comments if necessary, then click Submit.

Submit Time


I acknowledge my hours to be true and accurate, and comply with the company time reporting guidelines. I authorize payroll to use these hours for payment.

Following date range will be submitted for approval.

February 16 – 28, 2021 : 35 Hours Total

Total for February 16 – 28, 2021

Regular	35
Overtime	0
Hourly Premiums	0
Banked Overtime	0
Time in Lieu	0

 enter your comment

Submit

Cancel

Review

Enter My Time

Today < > Feb 21 – 27, 2021

Week

Sun, 02-21
Hours: 0

Mon, 02-22
Hours: 7

Tue, 02-23
Hours: 7

Wed, 02-24
Hours: 7

Thu, 02-25
Hours: 7

Fri, 02-26
Hours: 7

Sat, 02-27
Hours: 0

Pay date
2021-02-16 - 2021-02-28

	Mon, 02-22	Tue, 02-23	Wed, 02-24	Thu, 02-25	Fri, 02-26
8 AM	Worked Time 8:00am - 12:00pm (Meal) 4 Hours <input type="radio"/> Not Submitted	Worked Time 8:00am - 12:00pm (Meal) 4 Hours <input type="radio"/> Not Submitted	Worked Time 8:00am - 12:00pm (Meal) 4 Hours <input type="radio"/> Not Submitted	Worked Time 8:00am - 12:00pm (Meal) 4 Hours <input type="radio"/> Not Submitted	Worked Time 8:00am - 12:00pm (Meal) 4 Hours <input type="radio"/> Not Submitted
9 AM					
10 AM					
11 AM					
12 PM					
1 PM	Worked Time 1:00pm - 4:00pm 3 Hours <input type="radio"/> Not Submitted	Worked Time 1:00pm - 4:00pm 3 Hours <input type="radio"/> Not Submitted	Worked Time 1:00pm - 4:00pm 3 Hours <input type="radio"/> Not Submitted	Worked Time 1:00pm - 4:00pm 3 Hours <input type="radio"/> Not Submitted	Worked Time 1:00pm - 4:00pm 3 Hours <input type="radio"/> Not Submitted
2 PM					
3 PM					
4 PM					

SUBMITTING TIME

Sun, 07-31 Hours: 0	Mon, 08-01 Hours: 0	Tue, 08-02 Hours: 7	Wed, 08-03 Hours: 7	Thu, 08-04 Hours: 7	Fri, 08-05 Hours: 7	Sat, 08-06 Hours: 0
	BC Day					
		In/Out Time 8:00a.m. - 12:00p.m. (Meal) 4 Hours ✓ Approved	In/Out Time 8:00a.m. - 12:00p.m. (Meal) 4 Hours ✓ Approved	In/Out Time 8:00a.m. - 12:00p.m. (Meal) 4 Hours ✓ Approved	In/Out Time 8:00a.m. - 12:00p.m. (Meal) 4 Hours ✓ Approved	
		In/Out Time 1:00p.m. - 4:00p.m. 3 Hours ✓ Approved	In/Out Time 1:00p.m. - 4:00p.m. 3 Hours ✓ Approved	In/Out Time 1:00p.m. - 4:00p.m. 3 Hours ✓ Approved	In/Out Time 1:00p.m. - 4:00p.m. 3 Hours ✓ Approved	

Once approved by a Manager or Timekeeper, your entries will display a green bar showing 'Approved'.

TIME SUBMISSION DEADLINES

Mon, 08-08 Hours: 0	Tue, 08-09 Hours: 0
Time Period End 2022-07-24 - 2022-08-08	Time Period Lockout 2022-07-24 - 2022-08-08

In your time entry calendar, you will also see submission and approval deadlines.

If you have unsubmitted time entries, Workday will notify you of upcoming submission deadlines in your Workday notifications.

Deadlines to submit: 8th and 23rd of each month

Deadlines to approve: 9th and 24th of each month

Some dates differ due to deadlines falling on weekends. Please refer to UBC 2022 Payroll Schedule at

https://finance.ubc.ca/sites/finserv.ubc.ca/files/2022_PaySchedule.pdf



If you have questions about today's training, please contact Lauren.Hatchard@ubc.ca

For Workday support, submit a ticket at <https://ubc.servicenow.com/selfservice>

