THE UNIVERSITY OF BRITISH COLUMBIA

**AVP Finance and Operations** 

Okanagan Campus



# Workday Training for New Hires Workday Basics

August 23<sup>rd</sup>, 2022

## **RESOURCES AVAILABLE**

Workday Basics Training Course

Navigating the Workday Homepage

Inbox and Notifications in Workday

My Profile in Workday

Links and Related Actions in Workday

Search Features in Workday

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)

- <u>Onboarding Homepage</u>
- 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
- <u>Recording</u>

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, onepagers, and the monthly newsletter



#### https://finance-operations.ok.ubc.ca/workday/workday-resources/

## INTEGRATED SERVICE CENTRE



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

**UBC Workday Training Courses** 

https://isc.ubc.ca/



## UBC SERVICE NOW – KNOWLEDGE BASE AND TICKETS

Q



I am looking for...

## Welcome to the UBC Self Service Portal



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



#### https://ubc.service-now.com/selfservice













Q Search



Welcome

It's Monday, August 8, 2022

**Awaiting Your Action** 

You're all caught up on your inbox items.

**Timely Suggestions** 

Here's where you'll get updates on your active items.



© 2022 Workday, Inc. All rights reserved. System Status: Your system will be undergoing maintenance starting on Saturday, August 13 2022 at 12:00 a.m EDT (GMT -4) until Saturday, August 13 2022 at 8:00 a.m EDT (GMT -4).

#### B View All Apps

...

#### Announcements



Get Workday Support Need help with Workday? The Integrated Service Centre (ISC...



#### Access Workday Training All UBC employees use

All UBC employees use Workday, our HR and Finance ...

Your Workday notifications and inbox

Notifications are FYI notices Inbox items require your action



Q Search



#### Welcome

It's Monday, August 8, 2022

All UBC employees use Workday, our HR and Finance ... notices

your action





© 2022 Workday, Inc. All rights reserved. System Status: Your system will be undergoing maintenance starting on Saturday, August 13 2022 at 12:00 a.m EDT (GMT -4) until Saturday, August 13 2022 at 8:00 a.m EDT (GMT -4).



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Welcome

It's Monday, August 8, 2022







# **WORKDAY APPLICATIONS**





#### APPLICATIONS



#### **APPLICATIONS**



#### Welcome

**Awaiting Your Action** 

You're all caught up on you

**Timely Suggestions** 

Here's where you'll get updates (



© 2022 Workday, Inc. All rig System Status: Your system will be undergoing maintenance starting on Saturday 13 2022 at 8:00 a.m EDT



#### APPLICATIONS



#### APPLICATIONS – PAYSLIPS AND T4s



#### APPLICATIONS – PAYSLIPS AND T4s



#### APPLICATIONS – PAYSLIPS AND T4s



#### QUESTIONS ABOUT PAYROLL



	Please specify location of the issue
/	Campus:
$\zeta$	UBC - Okanagan Building: Okanagan under 'Campus'
	Room:
	Can't find your building or room? Type it here:
	Is this issue for you or someone else?
	<ul> <li>I am submitting this issue for someone else</li> <li>Under 'Category' select</li> <li>'Payroll'</li> </ul>

















# INBOX AND NOTIFICATIONS



#### 

<u>INBOX A</u>	<u>IND NOTIFIC</u>	ATIONS			
		Q Search			
			Notifications = FYI upda items = tasks requiring yo		ns and your
	Welcome		It's Mo	onday, August 8, 2022	
	Awaiting Your Action		··· 88 ¥	View All Apps	
	<ul> <li>Time Entry: Inbox - 2 day(s) ago</li> <li>One-Time Payment: Inbox - 2 day(s) ago</li> <li>DUE 2022-08-07</li> <li>Update Vacation Balances for Inbox - 2 day(s) ago</li> <li>Go to All Inbox Items (11).</li> </ul>	Employee: Start Additional Job This is another way to access your Workday inbox		Image: Sourcements         I	

### INBOX AND NOTIFICATIONS – YOUR INBOX





31

### **INBOX – YOUR NOTIFICATIONS**





When you enter a search term in Workday, your results will be sorted by categories



When you enter a search term in Workday, your results will be sorted by categories



When you enter a search term in Workday, your results will be sorted by categories





	Q program:ubco	a Program, Cost Center, etc. you can search as follows:
Q program:ubco 100	Workday	worktag:name e.g. program:ubco
	PM012179 DNU UBCO CMO20-0054 UBCO Street Signage Upgrade UBCO CMO20-0054 UBCO	
	Street Signage Upgrade   Construction Management   AVP Finance and Operations - UBCO (inac	•
	tive)	
	Program	
	PM003929 UBCO-Flex Flipped 1st Yr Chem   Chemistry UBCO   Provost and VP Academic - Faculties - UBCO	
	Program	
	PM004026 UBCO-PM Training for UGS & GS   Chemistry UBCO   Provost and VP Academic - Faculties - UBCO	
	Program	
	PM010954 UBCO Work Reintegration & Accommodation Program (WRAP)   Human Resources- UBCO   Deputy Vice Chancellor - UBCO	
	Program	
	PM010955 UBCO Workplace Health Administration   Human Resources-UBCO   Deputy Vice Chancellor - UBCO	
	Program	
	PM011040 UBCO Wellbeing   Human Resources-UBCO   Deputy Vice Chancellor - UBCO	
	Program	
	PM011059 UBCO Workplace Learning and Engagement Administration   Human Resources-UBC	:0
	Deputy Vice Chancellor - UBCO Program	



I am looking for...

## Welcome to the UBC Self Service Portal



For Workday support, submit a ticket at <u>https://ubc.service-</u> <u>now.com/selfservice</u>

