THE UNIVERSITY OF BRITISH COLUMBIA

AVP Finance and Operations

Okanagan Campus



Workday Training for New Hires Workday Basics

August 23rd, 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

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Announcements



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



Access Workday Training 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





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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



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INBOX AND NOTIFICATIONS



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	Awaiting Your Action			88 <u>View All Apps</u>	
	Time Entry: Inbox - 2 day(s) ago One-Time Payment: Inbox - 2 day(s) ago DUE 2022-08-07 Update Vacation Balances for	Employee: Start Additional Job		Announcements News Just for You: Workday Webinars As a Manager or HR Administrator, you may benefi Get Workday Support	
(☐ Inbox - 2 day(s) ago	This is another way to access your Workday inbox		Get Workday Support Need help with Workday? The Integrated Service Centre (ISC Access Workday Training All UBC employees use Workday. our HR and Finance Workday. our HR and Finance	

INBOX AND NOTIFICATIONS – YOUR INBOX





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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





UBC	Q program:ubco	If you are looking for a specific worktag, such as a Program, Cost Center, etc. you can search as follows:
Q program:ubco 100	Workday	worktag:name e.g. program:ubco
	PM012179 DNU UBCO CM020-0054 UBCO Street Signage Upgrade UBCO CM020-0054 Street Signage Upgrade Construction Management AVP Finance and Operations - UBC	UBCO CO (inac-
	tive)	
	Program	
	PM003929 UBCO-Flex Flipped 1st Yr Chem Chemistry UBCO Provost and VP Academ Faculties - UBCO	iic -
	Program	
	PM004026 UBCO-PM Training for UGS & GS Chemistry UBCO Provost and VP Acaden Faculties - UBCO	nic -
	Program	
	PM010954 UBCO Work Reintegration & Accommodation Program (WRAP) Human Reso UBCO Deputy Vice Chancellor - UBCO	ources-
	Program	
	PM010955 UBCO Workplace Health Administration Human Resources-UBCO Deputy V Chancellor - UBCO	Vice
	Program	
	PM011040 UBCO Wellbeing Human Resources-UBCO Deputy Vice Chancellor - UBCO	
	Program	
	PM011059 UBCO Workplace Learning and Engagement Administration Human Resource	ces-UBCO
	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>

