

IN THE KNOW

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



WORKDAY TIP OF THE MONTH



Submitting Time Off - Hourly Employees

Per the **'Request Time Off'** Knowledge Base Article, hourly employees must complete **two actions** in Workday when they have an absence:

- 1) Enter their scheduled working hours via **Entering Time (Hourly Staff)**, and
- 2) Enter their absence hours via the Absence application in Workday

Failure to enter scheduled working hours when entering an absence will result in **not being paid for that time**. Hourly workers must enter their scheduled working hours to ensure they receive any shift premiums they are entitled to for those hours.

Overview

As a UBC employee, you can request short term time off such as vacation using the Absence worklet in Workday. You can also use this worklet to request Long Term Absence (see [Request a Leave of Absence](#)).

Depending on your position, location and other factors, you may see different absence types.

Hourly employees must complete 2 actions in Workday when they have an absence.

1. Enter their scheduled working hours via [Entering Time \(Hourly Staff\)](#), and
2. Enter their absence hours via Absence.

⚠ Failure to enter scheduled working hours when entering an absence will result in not being paid for that time. Hourly workers must enter their scheduled working hours to ensure that they receive any shift premiums they are entitled to for those hours.

Salaried employees who enter sick time will continue to receive their pay as normal, since they do not enter their working hours in Time Tracking.

[Workday Training](#)



SEPTEMBER ENGAGEMENTS

Workday Wednesday: Paying Students

Wednesday, Sept 14th | 11:00am - 12:00pm

[Register here](#)

Workday Wednesday: Procurement

Wednesday, Sept 21st | 2:00 - 3:00pm

[Register here](#)



REMINDER: CHECK YOUR DELEGATIONS!

Type 'My Delegations' in your Workday search bar to review your delegation assignments and ensure the correct people and tasks have been delegated. [More information can be found here.](#)

RESOURCES FROM AUGUST TRAINING SESSIONS

Topic: Workday Basics

[Slides](#) [Recording](#)

Topic: Expenses

[Slides](#) [Recording](#)

Topic: Time and Absence

[Slides](#) [Recording](#)

Topic: Hiring Students

[Slides](#) [Recording](#)

PER DIEM RATE CHANGES EFFECTIVE SEPTEMBER 1st

UBC annually reviews the per diem rates for travel, taking into consideration changes in cost and comparability with other institutions.

As a result of this review and our community's feedback, and as travel activities recover from COVID-19, UBC's per diem rates will increase as follows, effective September 1, 2022:

	Canada (CAD)	USA + Int'l (CAD)
Breakfast	\$18	\$24
Lunch	\$20	\$26
Dinner	\$42	\$50
Daily Total	\$80	\$100

As of September 1, the revised rates will only be displayed in Canadian dollars in Workday; therefore, the existing expense items, 'Meals | Per Diem US' and 'Meals | Per Diem EUR' will be inactivated and replaced with 'Meals | Per Diem Can' and 'Meals | Per Diem Int'l' (which includes the US and countries other than Canada). The process of claiming per diems will remain unchanged.

WORKDAY RELEASE ON SEPTEMBER 10th

The next Workday release will include changes to the Global Navigation Menu, including shortcuts and applications, as well as updates to delegation settings and improved visibility within the 'Add Approver' screen. A summary of the upcoming changes is available on the [ISC website](#). As part of the release, Workday will be unavailable from 9:00pm on Friday, September 9th to 1:00am on Saturday, September 10th (4 hours).

NEW AND UPDATED COSTING ALLOCATIONS RESOURCES

[Assign Costing Allocations Knowledge Base Article](#)

[View Costing Allocations Knowledge Base Article](#)

[Investigating Costing Allocation Discrepancies Knowledge Base Article](#)

[FAQ: Costing Allocations](#)

WELCOME, OLAYINKA!



Olayinka Makanjola will be joining the UBCO Finance team in the role of Communications and Change Management Specialist. Under Carri Lawrence's leadership, Olayinka will be covering Lauren Hatchard's maternity leave. Olayinka's first day at UBC will be September 12th.

WAYS TO PAY STUDENTS

There are many options to pay students, depending on the scenario (e.g. their relation to UBC, reason for reimbursement, whether the payment is related to their academics, etc.). To help clarify these scenarios, we are hosting a Workday Wednesday on September 14th ([registration information here](#)). This session will include a takeaway hand-out for your future reference.

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](tel:2508078163). [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).