

November 2022 | Vol. 39

IN THE KNOW

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



Please Share/Distribute



New Time Off Report for HR Administrators

A new UBC custom report, **Time Off Taken By Organization - Distributed**, is now available to give non-Managers with certain HR roles in Workday more access to time off information for the teams they support. The report allows departmental administrators to see the planned time off for an entire Sup Org or a team or individual. To find this report in Workday, search '**Time Off Taken By Organization - Distributed**' or access it from the **NEW HR Operational Reports Dashboard**. Administrators with an HR Analyst or Manager security role in Workday can access this report.



Hybrid Work Agreement: Changes and Updates

Once a hybrid work agreement has been approved, it cannot be cancelled or changed. If the agreement has expired or needs to be updated, you need to submit a new Hybrid Work Request. You can cancel unapproved hybrid work request. Get more information [here](#)



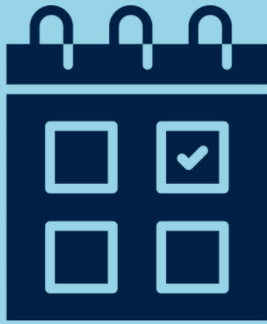
Hybrid Work Agreement: Changes and Updates

Current UBC employees can create their own employment verification letter in Workday, which will include the following information for all active positions:

- Position(s)
- Unit/Department
- Annual Salary
- Date of Hire
- Employment End Date (if applicable)
- Last Day of Leave (if on leave)

Please note:

- Former employees, contingent workers, and paymaster employees cannot create this letter.
- Employees who are in an unpaid position/pay group or on leave may not be able to generate this letter correctly.



Upcoming Engagements

Business Expense Rules and Travel Information Session

This session will cover key information found in the Business Expense Rules that became effective April 1, 2022. Judith Fograscher, Manager of the UBC Travel Program, will also share important reminders on travelling for UBC business.

November 3rd | 1:00 pm -3:00 pm

Join the session [here](#)

New Workshop offered by UBCV Financial Operations: Everything you need to know about expense reimbursement at UBC

An interactive one-hour session where you will learn how to:

- Recognize the requirements for expense reimbursement.
- Identify the importance of the requirements for expense reporting
- Create and submit expense reports with all required information.
- Minimize report send backs and reimbursement delays
- Access needed support when required

Session Details:

- Where: Online (Zoom)
- When: Thursday, November 3 (11:00 am) | Wednesday, December 7 (1:30 pm)
- **How:**
 - Enroll in the course on [UBC Workplace Learning](#). Registration is not confirmed until you have selected your date and time.
 - Access the Registration Module (Module 2) in the course to select your preferred date. Session details are sent to you when your reservation is confirmed.

Please note: This session does not address cash-advance reimbursements and is not a functional walkthrough of completing tasks in Workday. For Workday functional support, please contact the [Integrated Service Centre](#).

For questions about the workshop, please contact:

finops.training@ubc.ca.

[Register and learn more](#)

Procurement Workday Wednesday

November 23rd | Time/Date: TBD

Understanding Reasons and Impacts of Change Jobs

November 24th | 10:00 am -11:30 am

Register [here](#)



My UBC Workday Training

The 'My UBC Workday Training' report returns a list of enrollment links for Workday Training courses relevant to you.

This list is based on your employment criteria (e.g. salaried/hourly/faculty/staff) and current Workday security roles.

All new hires and existing employees are implored to take all necessary training assigned to their roles.

Announcements

Complete Your Onboarding
Visit your onboarding dashboard to see your onboarding tasks and...

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

Access Workday Training
All UBC employees use Workday, our HR and Finance system. Our ...

Access Workday Training

All UBC employees use Workday, our HR and Finance system. Our Workday training courses are regularly updated to help you build skills and stay current with Workday at UBC.

Workday Training for All Employees
Visit [UBC Workplace Learning](#) and choose the topic 'Workday' to see courses available to all employees with a CWL. These courses cover basic navigation, tasks, and processes in Workday.

Workday Training by Role
We also offer training courses based on tasks or processes that are done by certain employees based on their role at UBC, such as Managers, Administrators, and others who do HR or Finance tasks.

To see a complete, customized list of all courses applicable to your role, search for and run the 'My UBC Workday Training' report.

[My UBC Workday Training](#)



Featured Knowledge Base Articles

[Workday Support: Ticket Tips & Tricks](#)

[Generate Employment Verification Letter](#)

[Create an Out of Pocket Expense Report](#)

[Create Purchase Requisition - Catalogue](#)



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 Workday support request here](#)

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

