

IN THE KNOW

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



Please Share/Distribute



Timely Processing of Payments to Payees

To ensure timely payments and proper financial reporting, please remind suppliers to send their invoices directly to the AP team at ubc.invoices@ubc.ca.

In an effort to further reduce delays in payment processing, when invoices are not submitted directly to AP, payees will now be notified through an automated email notification, which also provides helpful resources on UBC's invoicing standards.

[Learn more about UBC Invoicing Standards here](#)



Q3 Purchase Order Reconciliation

The procurement team will be reviewing all purchase orders in December. Department/Faculty need to confirm if all POs are still active and close out completed ones as part of Q3 financial reporting. Please contact the Procurement Team at ubco.procurement@ubc.ca for more information.



Workday HR (HCM) and Payroll Enhancements List Now Live

The Integrated Service Centre (ISC) recently published its list of planned enhancements for Workday HR (HCM) and Payroll. Enhancements – changes that add new functionality or features, or improve an existing process – are an important part of the continuous improvement of Workday.

The ISC works with business owners, such as Central HR, to evaluate and make updates to our system that deliver value to UBC and the community. Sharing this list is a way to give visibility into this process. The list of Workday Finance Enhancements was published in June 2022.

[Learn more about Workday Enhancements](#)



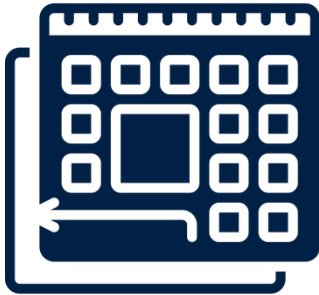
Important Dates: Payroll

The last pay date of 2022 is December 30, 2022. There will be no off-cycles or pay dates available after these deadline dates until the New Year. If you are able to, please ensure all time has been submitted as soon as possible to allow time for approval to be complete by the deadline dates [here](#)



Vacation Approval Task Updated With New Report

The report used to generate the information about a team's vacation balances that appears on the vacation approval task for Managers has been updated. The new report, Team Vacation Balance - Distributed, will provide a more complete picture of each employee's overall balance as it includes any manual adjustments and carryover from previous years.



New Time Off Report for HR Administrators

A new UBC custom report, Time Off Taken By Organization - Distributed, allows non-Managers with an HR Analyst, HR Partner, SN HR Partner, and HR Executive security role in Workday to access more time off information for the teams they support.

Departmental administrators can see the planned time off for an entire Sup Org or a team or individual, and can select a time off type, which Sup Orgs to include, timeframe, and whether they want to include managers and subordinate Sup Orgs. The report will also show if the time off has been approved or is pending approval/in progress. This report has also been added to the HR Operational Reports Dashboard.



Quick Add Option for Time Entry Available for Managers.

A new way to enter time on behalf of an employee is now available to Managers in Workday. The 'Quick Add' button allows Managers to add time for multiple days at once, making the process more efficient. When entering time for an employee, Managers can select the time type, and then choose the time range and the days of the week the hours were worked. They can also change the cost centre if needed. This feature is most useful for Managers who enter time on behalf of an hourly employee with a set schedule, but can be used in other scenarios as well. This function was already in use by Timekeepers.



Old Per Diem Rates to be Decommissioned in Workday on Nov. 30, 2022.

The old per diem rates will be retired and deactivated in the system as of November 30. Please ensure that any travel-related per diem that took place before September 1, 2022, is submitted and fully approved by November 30, 2022. The process of claiming per diems will remain unchanged.



My UBC Workday Training

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

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.

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

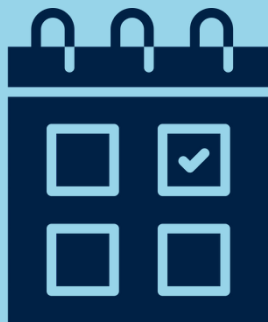
All UBC employees use Workday, our HR and Finance system. Our Workday training courses are regularly updated to help you build skills and stay current with Workday at UBC.

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](#)



Upcoming Engagements

Workday Wednesday: Costing Allocations

"Costing Allocations" is the Workday phrase that indicates where employees' salary and benefits are charged. This session will cover:

- How to change where salary and benefit costs are charged
- Understanding how to read costing allocations
- Other Costing allocations tips

This session will benefit those with the HR Analyst or Manager security role in Workday, or those that may be involved in this process.

When: December 7, 2022 | 9:00 am -10:30 am

[Register for the session here](#)

New Workshop offered by UBCV Financial Operations: Reimbursing Expenses- "Carpe Per Diem"

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: Wednesday, December 7 (1:30 pm) | December 13, 2022 (10:00 am) | January 17, 2023 (1:00 pm)
- **How:**
 - [Enroll](#) in the course. 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](#)



Featured Knowledge Base Articles

[Cash Receipt and Repayment Process](#)

[Match Exceptions](#)

[Request One-Time Payment](#)

[Change Job: Temporary Promotions & Secondments](#)

[Adjust Employee's Time Off Balance \(Maintain Accruals\)](#)



Workday Wednesday Ideas for 2023

Workday Wednesdays are sessions dedicated to providing more insights into some of the Workday Processes. The sessions cover Workday live demonstrations to address case-based scenarios, and subject matter experts are invited to answer any questions or provide clarifications on some of the processes.

In preparation for the 2023 Workday Wednesdays, please send your ideas or proposed topics to olayinka.makanjuola@ubc.ca



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

