

January 2023 | Vol. 41

## **IN THE KNOW**

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



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## Important Dates: Fiscal Year-end Timelines

**Professional Development Fund claims** are entered, reviewed, and approved directly in Workday. To meet UBC Finance fiscal year-end deadlines:

- If you are a staff or a Research Associate, please submit your reimbursement claim in Workday by **Friday, March 3**.
- If you are a manager or supervisor, please review and approve all claims in Workday by **Friday, March 17**.

### **Deadline for expense/invoice approval: March 30**

It is imperative to submit in advance for submission reviews and approvals.

[Detailed information on Timelines here](#)

**Note: Timelines are for final approvals and not submissions. Please submit all claims/transactions early to allow approvers enough time to review before deadlines.**



## Procurement: Early Planning Stages for Purchases

Include Procurement in your planning by making an early reservation to avoid delays in purchasing due to administrative processes.

For more information on Procurement Processes and Team:

[Click here.](#)



## 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 it can also be used in other scenarios. This function was already in use by Timekeepers.



## Change Job Reason(s): Hourly-Salaried / Salaried - Hourly

An employee's compensation type may change from hourly to salaried or salaried to hourly while they remain in the same position.

To change a position's compensation type, use one of these **Change Job Reasons:**

- Moving from Hourly to Salary Paid in the Same Position
- Moving from Salaried to Hourly Paid in the Same Position (not eligible for benefits)
- Moving from Salaried to Hourly Paid in the Same Position (eligible for benefits)

These Change Job Reasons ensure the employee's time in their position remains accurate as their compensation type changes.



## New Option to Highlight Hybrid Work on Job Postings

A new field on the Create Job Requisition process in Workday will allow hiring managers to indicate whether a position is eligible for hybrid work. Based on the selected option, the work arrangement information will be included on internal and external job postings on UBC Careers.

Listing whether a position is eligible for a hybrid work arrangement on job postings will help job seekers make informed decisions and have transparent conversations during the application and hiring process. The new Remote Type field is recommended but not required.

**Note:** If hybrid eligibility is selected for student or faculty positions, an error will appear as only staff positions are eligible for hybrid work arrangements.



## T4/T4A Slips for Faculty & Staff: February 28

This year we expect Payroll-related T4 and T4A forms for the 2022 tax year to be published and **available in Workday by February 28, 2023**. A further announcement will be shared when the tax slips are available.

In the meantime, faculty and staff should prepare for a smooth **T4/T4A season:**

- Ensure that your home address is up-to-date in Workday.
- Ensure that your "home address" in Workday **is not** your UBC work address.

For more information on taxes and deductions, visit the [T4/T4A FAQs](#).



# My UBC Workday Training

**All new hires and existing employees are implored to take all necessary training specific to their function in Workday.**

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.



## 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

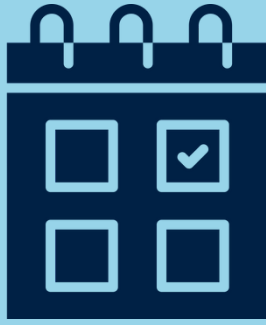
Visit [UBC Workplace Learning](#) and choose the topic 'Workday' to see courses available to all employees with a CWL. These courses cover basic navigation, tasks, and processes in Workday.

### 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

### **Costing Allocations (Overview/ Q & A Session)**

When: February 1, 2023 | 08:030 am -10:00 am | [Zoom link](#)

### **Costing Allocations Drop-in Sessions**

When: February 3, 2023 | 09:00 am | [Zoom link](#)

February 10, 2023 | 09:30 am | [Zoom link](#)

### **Workday Wednesday: Fiscal Year End**

When: February 8 2023 | 10:00 am -11:00 am | [Zoom link](#)

### **Using your UBC Visa Card for Maximum Impact: Your Responsibilities as a Card Holder**

The session provides you with required information to:

- Manage your Visa purchases effectively
- Provide timely and correct reconciliation
- Avert card suspension
- Take appropriate action for specific situations, such as limit increases and fraud prevention
- Access needed support when required

Please note:

This session is not a functional walk through or demonstration of completing tasks in Workday. Please contact the Integrated Service Centre for Workday functional support. This session focuses on the business policies and processes providing the context for required tasks in Workday.

### **Session Details:**

- Where: Online (Zoom)
- When: February 7, 2023 (11:00 am) | March 9, 2023 (11:00 am)  
March 21, 2023 (1:30 pm)
- How: [Enroll](#)



## Featured Knowledge Base Articles

[Security Role Request Process](#)

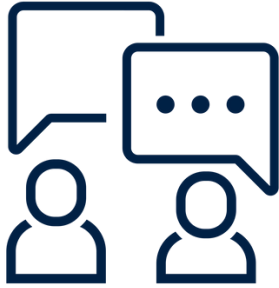
[Request One-Time Payment](#)

[Set up Delegations](#)

[Place Worker on Full Leave of Absence](#)

[FAQs: Costing Allocations](#)

[Create Job Requisition and Post](#)



## 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



## Newsletter Subscription

We love to keep you "**In the Know.**"

If there is a member of your team you would like to be added to the mailing list, please send their name(s) in. And, If you no longer want to receive newsletter updates, kindly reach out so we can update the mailing list.

