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Revision to Year End Timeline: Cut-off for Retroactive Costing Allocations

The cut-off for Retroactive Costing Allocation Change Approvals has been changed from Friday, March 24 at 5:00 pm to **Friday, March 24 at 12:00 pm.** This is the deadline to approve Retroactive Costing Allocations changes in Workday. Central Payroll team will process all Payroll Accounting Adjustments (PAA's) in March ledgers for retroactive costing allocations changes that have been approved up to the cut-off. Any retroactive costing allocation changes approved after will have to be entered as a PAJ by the units and reversed upon PAA completion.

Note: Payroll Accounting Adjustments have been completed up to and including February 20, 2023.

For more information on Year End Timelines, please refer to the Year End Memo

T2200S Forms for Faculty & Staff

This means eligible employees working from home during COVID-19 have two options to claim home office expenses: the temporary flat rate method and the detailed method. Full information about both options is available on the Claiming Employment Expenses page.

For instructions on how to access your T2200S form:
- Current employees: see the Find My T2200S Tax Form guide in the Workday Knowledge Base
- Former employees: search and run the T2200S(21) Declaration of Conditions of Employment - Former Worker Report in Workday. Your Employee ID will be required for accessing the form.

T4/T4A Slips for Faculty & Staff

Faculty and staff can now access their payroll-related 2022 T4 and T4A tax slips for personal income tax returns through Workday. If you have questions about the information on your T4 or T4A slip, please submit a Workday support request, using the category **Payroll.**

For more information on taxes and deductions, visit the T4/T4A FAQS.

Timely Suggestions

Your 2022 Tax Documents for Canada are Ready
You can now view or print your form(s)

View My Tax Document(s)

Payroll Accounting Journal (PAJ) Correction

The ISC identified an issue causing a small amount of Faculty and Staff salaries to incorrectly post to Ledger Account '5020:Salaries | Student'. The issue has been mostly resolved (refer to JE-0000192181 and JE-0000207803 for FY2023 up to February 15, 2023), but some small amounts may continue to allocate incorrectly due to retroactive payroll changes.

If you encounter an incorrectly posted salary amount after February 15, 2023, please post a PAJ to correct for the affected position.

FDM Change Request Freeze for Fiscal Year-End

To allow for a successful Fiscal Year-End closure, the following FDM changes will not be made from April 3 – 21, 2023:

- Requests that require Financial Reporting approval including:
  - New Funds
  - New Ledger Accounts
  - New Spend and Revenue Categories (including relevant hierarchies)
  - New Functions
  - New Cost Centers (including creating new or changes to existing Cost Centre hierarchies)
- Approval of new worktags for Gifts, Gift Initiatives, Programs and Projects under the following fund codes:
  - FD300 Specific Purpose
  - FD400 Scholarships and Bursaries
  - FD500 Capital Activities | Unrestricted
  - FD550 Capital Activities | Restricted
  - FD560 Capital Activities | Restricted | UBCNF
  - FD8XX Endowment
  - FD900 Related Organizations
  - FD910 Investment in GBE

Note: If you have an urgent request for fiscal year end 2022-2023, please indicate this when you submit the FDM change request in Workday. The ISC will work with the Budget Office and Financial Reporting to assess the request.

New Onboarding Task for Hourly Employee

As part of their UBC onboarding process, newly hired employees who are paid on an hourly basis will now receive a task in Workday to help them understand how their hours worked are submitted.

The task includes a **'to do'** for the employee to ask their supervisor or manager about who will be entering hours (either the employee or their supervisor) to ensure timely payments. The task also includes a link to Entering Time (Hourly Staff) for employees to reference if they will be entering their own hours.

Expense Report Sitting in Draft Mode

Please review all Expense Reports that have a status of "draft" to either submit for processing or cancel the transaction.

To find transactions on draft expense reports, use the **"Find My Credit Card Transactions"** report on Workday, which includes the following information:

- Expense report number
- Merchant name
- Original currency and CAD billing amount

All Credit Card Transactions, even those that may be fraudulent should be reconciled. Do not leave fraudulent transactions unreconciled. Report them to Treasury as soon as possible and reconcile them to an expense account. Follow the process to deal with fraudulent transactions found here

To see unreconciled transactions, add the following prompts in the "Transaction Status" filter:

- New
- Prepaid
- Pending

Once you have identified the expense report, please complete and submit it. For step by step guide, refer to: View, Edit, Change or Cancel an Expense Report

Procurement Year End Processes

March 1st –30th

- Procurement Team will clarify and confirm all open purchase orders. Procurement will close POs no longer required or confirmed complete.
- POs with zero balance or small balances will be closed.
- Match Exceptions will be followed up with requestors for a status update, and to provide assistance where required for resolution

Note:
- POs can **NOT** be reopened in a new financial year.
- Any invoices in exception must be resolved to be included in this fiscal year. "My requisitions" report will show you your requisitions and process progress in Workday

March 30th 12pm

In order for the transactions from this year to roll over into the new year there are system requirements for it to happen and be correct:
- All purchase orders must be in an issued state.
- Punchout/Catalog orders will be manually issued
- Requisitions can NOT be in "draft" or "in progress" and will be cancelled
- Receipts can **NOT** be in "draft" and will be cancelled
- Change Orders can **NOT** be "in progress" and will be cancelled

March 30th 5pm: All open POs are rolled into the new fiscal year
March 30th - April 3rd

Procurement will not be able to process any transactions until the new year has been set up and verified as accurate. This means the team are unable to do any transactions within Workday including:
- No new Requisitions
- No Change Orders
- No Receiving

March 31st: Enter in new requisitions but ensure it is dated April 1 in the new fiscal year to be able to proceed.
April 5th: Procurement returns to business as usual

If you have any questions, please contact: rebecca.way@ubc.ca

Improved Approval Process for Special Exemption 13 Supplier Invoices

When an invoice over $3500 is submitted but is considered to be exempt from needing a Purchase Order based on UBC Finance's 'Special Exemption 13' there will now be a step for review and approval in Workday by the Procurement Services team before the Budget Owner(s) approval.

Accurate Driver Worktag Information in Financial Reports

The 'Grant, Gift, Project or Program' column found in the following reports in Workday has been renamed to **'Driver Worktag'** and reconfigured to include Gift Initiative:

- Ledger Summary – Distributed
- Ledger Summary with Payroll Details – Distributed
- Grant Cash Ledger Summary – Distributed
- Ad Hoc Fin (FD220) & (FD200/210)
- Budget to Actuals for Projects – AEF

New Option to Select Position on Export Reports

Employees with multiple positions will now be able to select the position for which they are creating an expense report so that it is sent directly to their appropriate (primary or non primary) Manager for approval.

The new position selection option will allow employees to choose their correct position from the start and should eliminate the situation where managers receive expense claims unrelated to their area of responsibility.

Note: Claimants, Managers and Delegates should ensure they are submitting and approving on behalf of the correct position.

Upcoming Engagements

Call-In: 2022/2023 Year End Timelines and Procedures
When: March 7, 2023 | 10:30 am – 12:00 pm
Register here

Costing Allocations: Drop-in Session
Have questions about Costing Allocations, or need support to process a Costing Allocation, please drop in to this zoom session.
 Note: This is not a training session but a working session to help resolve costing allocation questions.
When: March 8, 2023 | 10:00 am –11:00 am | Zoom link

Managing Research Funds: Timely Topics for Administrators and Finance Managers
This session will cover:
- The Tri-Agency Guide on Financial Administration and UBC's Business Expense Rules
- FY 23 Form 300 timeline and process
- FY 23 Year-End Over-expenditure Clearance process
- US Fed Single Audit processes – items for FY 23 Year-End
- Workday tidbit: how to identify assigned roles on Grant Worktags

When: Thursday March 9th, 11:00 am to noon
More information here

Workday Wednesday: Q & A Session
This Workday Wednesday session will be open to answer any Workday questions you might have
When: March 15, 2023 | 10:00 am –11:00 am | Zoom link
Feel free to send your questions in advance via Slido or send an email to olayinka.makanjuola@ubc.ca
Note: Slido link becomes active on March 8

Procurement Year-End Processes (Drop-in Session)
Rebecca Way will be hosting this session to answer any questions related to Procurement Year End processes
When: March 16, 2023 | 10:30 am –11:30 am | Zoom link

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

Featured Knowledge Base Articles

[PO Exemption Matrix](#)
[FAQ: Time Off & Leave of Absence for Managers & Admins](#)
[Supplier Change Request: Non Contact Info](#)
[Reverse, Copy or Resubmit Accounting Journal](#)
[Find Default Cost Center](#)
[Change Job: Red or Blue Circle an Employee](#)

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

Workday Upcoming Release: March 11

Workday will be unavailable from 9 pm on Friday, March 10 to 1 am on Saturday, March 11 (4 hours).