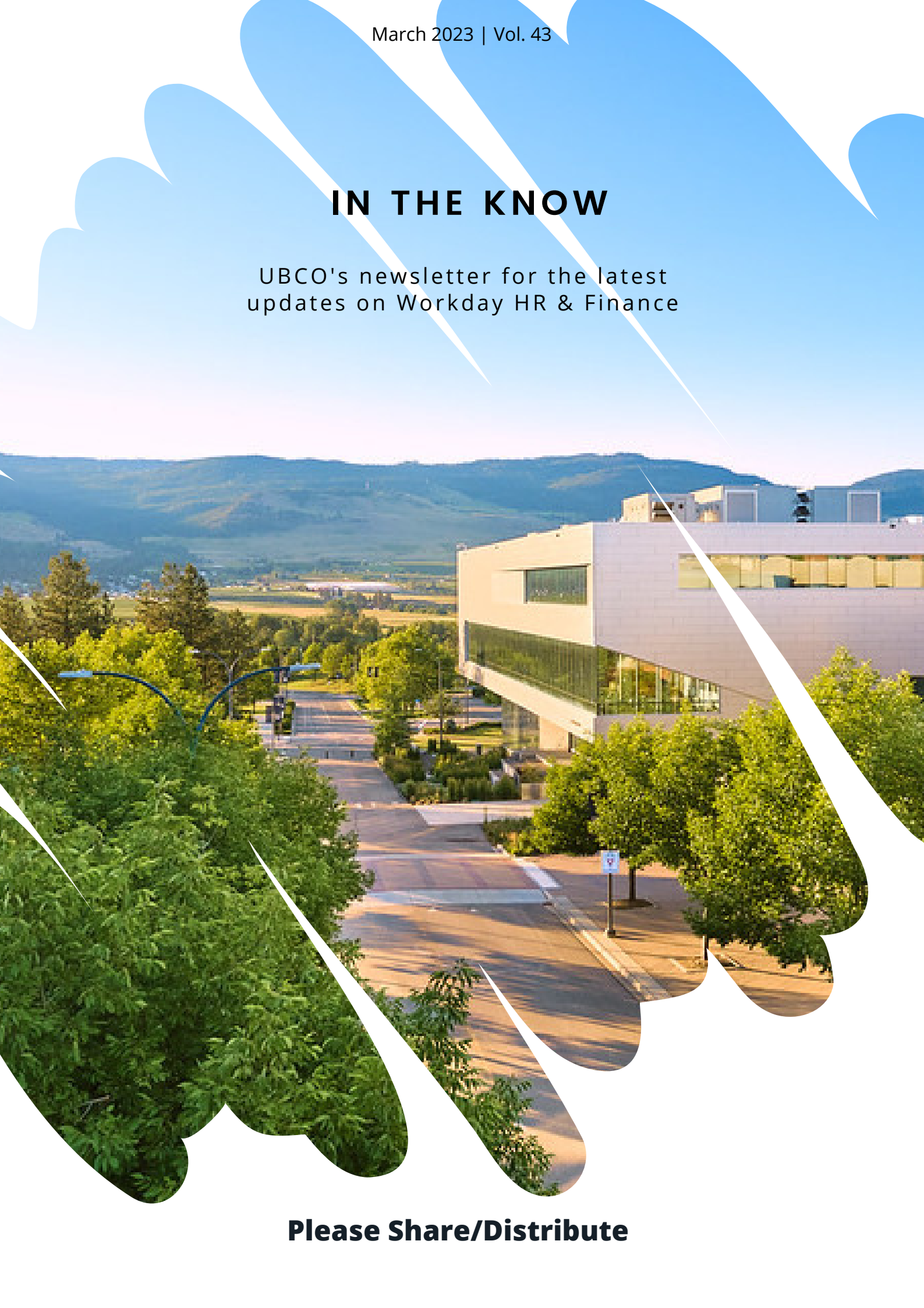# IN THE KNOW

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

Please Share/Distribute

Updated Mileage Rates

UBC will be updating its mileage rate in alignment with the Canada Revenue Agency (CRA) prescribed rate:

- **68¢/km for the first 5,000 km driven**
- **62¢/km driven after first 5,000 km driven**

The new rates will be available in Workday as of **March 31, 2023,** but retroactively effective for travel dates beginning on **January 1, 2023.** Previously submitted mileage claims will not be impacted.
Guide: [How to Create an Expense Report for Mileage](#)

Note: Google Maps now syncs with Workday so that driving distances can be quickly and accurately determined when creating an Expense Report or Spend Authorization (Cash Advance) for mileage expenses in Workday. Driving distance will be automatically calculated based on information entered into the new 'Origin Address' and 'Destination Address' fields and whether or not the new 'Round Trip' box is checked.

Any mileage Expense Reports that were in progress, but not approved, will receive an error until the new address fields are completed. If an Expense Report is at the approval stage, it must be sent back for revision.

New Language Added to Employment Agreements for Foreign Workers

Employment Agreements for Foreign Workers generated in Workday will now automatically include language to comply with Immigration and Refugee Protection Regulations.

The new language articulates worker rights and protections as well as information regarding work permits. Hiring Managers and HR Administrators will see the information automatically added to Employment Agreements when completing the recruit, hire, add or change job process in Workday for staff and students who have a **SIN** starting with a **9**.

More information [here](#)

Updated Course: Workday for Managers

A new and improved version of Workday for Managers, is now available. Key improvements include additional information on:

- Useful Workday features for Managers.
- The My Team application, and the various tasks and reports it contains.
- Employee onboarding, training, employment history, and system access.
- Managing employee time tracking and absences.
- The employment lifecycle, from recruitment and hiring to termination.

Anyone with a Manager security role in Workday is encouraged to enroll. Please note that the previous version of this course will no longer be available effective March 30. To access Workday courses, search "My UBC Workday Training" in workday and run the report to see what courses are available to you.

Set up your Workday Delegations!

If you will be out of the office, be sure to set up your delegations in Workday to enable a colleague to initiate and/or approve tasks on your behalf in your absence. Workday tasks such as approving absence requests, receiving items, approving invoices/purchase requisitions, and many more can be delegated.

Delegation does not remove accountability for the original user. It does not transfer a person's security permissions to the appointed delegate, only security related to performing the delegated tasks. It will essentially route the Workday task from your inbox to the delegate's.

Employees are expected to exercise professional judgement when selecting a delegate. For example, don't pick someone that is also going on vacation, or someone that shouldn't see confidential information.
For step by step guide, please refer to: [Set up Delegation](#)

Year End: Expense Report Sitting in Draft Mode

Cutoff for expense reports approvals was March 30, 2023. Please review all Expense Reports that have a status of **"draft"** to either cancel or delete the transaction.

To find transactions sitting in your draft, select "drafts" from the expense report status list.

For step by step guide, refer to: [View, Edit, Change or Cancel an Expense Report](#) to cancel an expense report.

Reminder: 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
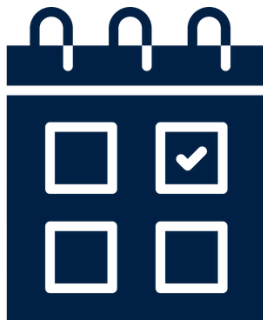
Upcoming Engagement

Workday Wednesday: Finance Reports
April 26, 2023 | 10:00 am

This session will cover the following:

- Useful finance reports and their purposes.
- Recommendation on how often to run the reports.
- Security roles to access the reports.
- How to create "favourite reports."
- How to schedule reports.
- Live demo in Workday.

Meeting 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
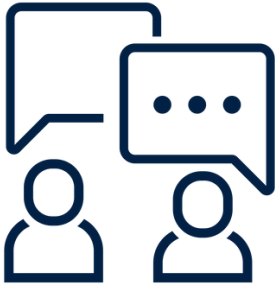
Featured Updates & Useful Links

[Apply for an Internal Job](#)
[Applications & Global Navigation Menu in Workday](#)
[FAQ: Payroll](#)
[Increase in CRA Prescribed Interest Rate Effective April 1, 2023](#)
[Workday 2023 Release 1 (March 11, 2023)](#)

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