

IN THE KNOW

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



Please Share/Distribute



New Hybrid Work Agreement

On Monday, July 24, a new agreement became available in Workday that consolidates essential elements of the original Hybrid Work Request and Work Area Safety Assessment into one simplified request process.

Please note that all previous agreements will need to be replaced. All eligible staff who wish to participate in the hybrid work program must complete a new Hybrid Work Agreement in Workday, including those with a previous agreement.

For step-by-step instructions on how to find and complete the new Hybrid Work Agreement, please refer to:

[Request Hybrid Work Agreement](#)



New Content Added to the Onboarding Dashboard in Workday

The Onboarding dashboard in Workday – where new employees track their onboarding tasks and find helpful resources – was recently updated to include Workday learning resources and other information.

The onboarding dashboard now has the following features/functionality:

- A new Welcome to Workday section, with links to training and Workday Knowledge Base resources, such as Onboarding in Workday.
- Targeted Workday learning content for Managers, Faculty, Hourly Staff, Salaried Staff, and Student Workers based on their roles. (e.g. Hourly Staff see a guide on how to enter time).
- Updated content on navigating UBC and other helpful resources.
- Images for each item to make the dashboard more visually interesting and improve navigation.



Employee Compensation History

Employees can now view their own compensation history in Workday. This allows employees to see updates like general wage increases, PD fund adjustments, and other types of compensation changes. This update will give employees more visibility into their Workday record, and reduce the need for Managers and other administrators to look up this information on the employees' behalf.

For more information, please refer to:

[View Compensation History](#)



Error Message Added to Change Job from Term to Ongoing Employment

When using Change Job to move an employee from term to ongoing employment in the same position, Managers and HR Administrators will now receive an **error message** if they change the position to ongoing without removing the compensation end date.

If the employee's type becomes ongoing, and there is a compensation end date, the person making the change will be directed to remove the Expected End Date and Actual End Date under Compensation before being able to complete the Change Job. This applies to any Change Job using the reason 'Moving Between Term and Ongoing in the Same Position



Procurement Survey

The Procurement Team is looking for your feedback! The survey is set to get feedback on your knowledge about Procurement Services, your experience, your training needs (format, frequencies, relevance), and recommendations on improving service delivery quality.

Please note that the the survey is anonymous.

Thank you!

[Procurement Survey Link](#)



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](#)



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](#)



Previous Engagements & Resources

Topic: **Hiring Students**

[Presentation Slides](#)

[Recording](#)

Topic: **Security Roles & Assignments**

[Presentation Slides](#)

[Recording](#)



Upcoming Engagements

Workday Wednesday Sessions:

Topic: **Introduction to Procurement 101**

Date/Time: August 23, 2023 | 10:00 am

[Meeting Link](#)

Topic: **Spend Authorization/Cash Advances**

Date/Time: September 13, 2023 | 10:00 am

[Meeting link](#)

Topic: **Supplier Set Up & Payment Options**

Date/Time: Oct. 4, 2023 | 10:00 am

[Meeting link](#)

Topic: **Match Exceptions (Refresher)**

Date/Time: Oct. 11, 2023 | 10:00 am

[Meeting link](#)



Resources/Links

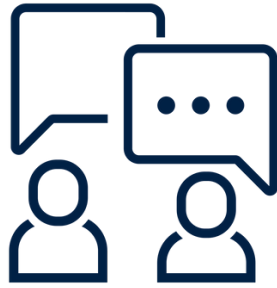
[August 2023 Period-End Deadlines](#)

[Invoices and Expenses: Useful Reports](#)

[Onboarding in Workday](#)

[Inbox Delegations in Workday](#)

[Workday Enhancement: Recruiting & Onboarding Processes](#)



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

