

IN THE KNOW

UBCO Finance Operation's Newsletter

General finance operational information
and the latest updates for
Workday HR & Finance



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Important Dates




Payroll:

The December 31, 2023 payroll will be finalized **on December 21, 2023**. All time entries must be submitted and approved by **December 20 by 4:00 pm** in order to be included in the final payment run.

There will be no additional pay runs after the December 31st pay has been finalized. Pay adjustments will not be able to be processed until the new year in January 2024.

Timesheet entry, submission and Approval Deadline 4:00 pm
December 20, 2023



DECEMBER 2023						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
			20	21	22	23
24	25	26	27	28	29	30
31						



Final Settlement runs for 2023:

The final settlement (payment) runs for all 2023 Accounts Payable transactions will take place on Thursday, December 21 at noon.

- **Thursday, December 21 (12:00 pm):** Final settlement run for payment types (Check, EFT, ACH and GFS)

In order to be included in the settlement run, the invoice/expense must be fully approved or matched to its purchase order, with the system calculating the item as due based on the payment terms.

The regular settlement process will resume its normal schedule on Tuesday, January 2, 2024. This information is also available on the [UBC Finance website](#).

Payroll Updates

Reminder for 2023 Taxable Benefits

As we begin to approach calendar year end, please email ubco.payroll@ubc.ca any taxable benefits that have not yet been reported to payroll. Please have these submitted before December 20th in order for payroll to include these on the 2023 tax slips.



Change of Address

If you have moved, please update your new address prior to December 31 through Workday Employee Self Service. You can find it by searching [Change My Home Contact Information](#) in the Workday Knowledge Base for step-by-step instructions.

Merit increases in progress for 2023

Merit increases for Executive Administrative Staff, Management & Professional (AAPS) and non Union Technicians and Research Assistants will be paid on December 15.

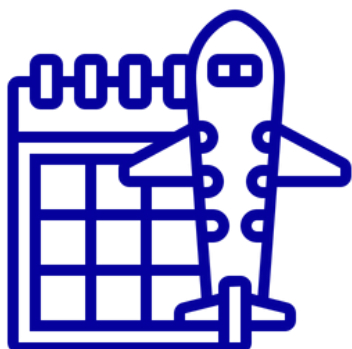
Please clear out any outstanding salary related transactions (compensation changes, change job, etc.) in Workday for employees receiving merit as soon as possible and avoid entering any new salary related transactions until after December 13th. More information can be found [here](#).

2024 Vacation now available in Workday

Staff and faculty in salaried positions can now access their 2024 vacation balances in Workday, allowing you to enter your vacation requests for 2024. This vacation time cannot be used to book extra vacation in 2023.

Vacation balances are updated in Workday at the end of the preceding year, and moving forward, access to next year's vacation will be available in the first week of October.

Vacation entitlement is based on what employee group you belong to. You can read more about your annual vacation entitlement, as well as information on carrying 2023 vacation into next year, on the [HR Website](#).



Visa Payables



The University of British Columbia partners with Scotiabank to offer Visa Payables as an electronic payment option for supplier invoices. Visa Payables allows the secure electronic delivery of Visa payments to our Canadian suppliers who have a Visa credit card terminal. It is an optional program that allows our suppliers to receive their payments promptly rather than Net30.

To support this initiative, UBC through Scotiabank and Visa, is running a supplier contact campaign asking suppliers if they want to join the program. This is just another payment method offered by UBC, so may not be right for every supplier.

During the campaign, a third party team will reach out to suppliers by phone and email on behalf of UBC. The campaign team will review the benefits of Visa Payables and collect the supplier's payment information if they agree to enroll.

No action is required from the UBC community. If a supplier contacts you with a question about Visa Payables or the enrolment campaign, please refer them to UBC's [Visa Payables website](#) or forward the question to the team at visa.payables@ubc.ca.

Resolving Workday Fraudulent Transactions and Disputes



Please be reminded that you **MUST** still reconcile the transaction in Workday, regardless of the outcome of the transaction dispute. If the dispute is successful a credit will be posted to your account and this credit **can be reconciled to offset the fraudulent transaction.**

DO NOT WAIT FOR THE RESOLUTION OF THE TRANSACTION TO RECONCILE IT OR YOUR CARD IS AT RISK OF SUSPENSION!

DO REPORT THE CHARGE TO SCOTIABANK AS SOON AS POSSIBLE!

For detailed information on handling fraudulent or disputed transactions please refer to the [Finance website](#).

International Fraud Awareness Week



November 12-18th was International Fraud awareness week. The [VP Finance & Operations' Finance division](#) has partnered with the [Office of Enterprise Risk and Assurance \(ERA\)](#) to reaffirm UBC's unwavering commitment to integrity and the highest ethical standards. We encourage everyone to actively engage in practicing and maintaining a fiscally responsible and ethical university environment.

[UBC's Financial Investigations Policy SC15](#) is a clear testament to UBC's dedication in upholding honesty, transparency, and accountability. One of ERA's mandates is to prevent improper financial activity (including financial fraud), to investigate allegations of such activity, and provide effective reporting mechanisms for concerns related to improper financial activity.

If you "See Something" please "Do Something" by following UBC's [established reporting mechanisms for reporting improper financial activity](#). Your vigilance and willingness to speak up is essential to maintaining the integrity of our institution.

In the New Year, UBCO Finance will be offering a Fraud Awareness Zoom session to provide interesting and valuable information regarding Fraud. Look in the coming weeks for more information on this learning opportunity.

Accepting credit card payments over the phone



The acceptance of credit card payments over the phone is deemed to be a transmission of cardholder data. If a Voice over internet protocol (VoIP) telephone is used as a means of transmission, both the credit card process and UBC VoIP system must comply to the [Payment Card Industry Data Security Standard](#).

For more information on achieving PCI compliance for telephone (voice services), visit "[Accepting Credit Card Payments Over the Phone](#)".

Workplace Learning onboarding tasks now update based on course completion



When a new faculty member, staff, or student worker completes a Workplace Learning (WPL) course as part of their onboarding process, the related [onboarding task in Workday](#) will now automatically be removed from My Tasks within approximately 48 hours. The course completion will then appear on the Certifications tab of Career under My Profile for reference.

Previously, once a new hire completed the course in WPL, they would then need to login to Workday and submit the corresponding Workday task to record the course as completed.

This change will provide supervisors with more accurate details in the [Onboarding Status Report](#) and reduce the number of actions required from a new hire when they are onboarding in Workday.

Workplace Learning onboarding tasks now update based on course completion



To support a smooth transition to Workday Student, you may see some changes in Workday prior to Launch 2. For example, you may see some options for fields that do not apply to faculty and staff, but may be used for students in the future.

If you select one of these options, you will get an error message informing you that the option is not applicable or not currently in use. This is because some parts of Workday will be used for both students and UBC faculty and staff once Launch 2 of Workday Student goes live, and Workday will begin to host information and processes related to student information and academic administration.

These changes have already begun and will continue on a rolling basis. Any changes with significant impacts on current Workday HR, Payroll, and Finance processes will be shared through existing communications channels.



New Workday Teams Channel for Faculty

Finance and HR have created a new Teams Channel for Faculty members to ask their Workday related Questions of Finance and HR. The channel is called **Faculty – Workday Q&A**.

NOTE: This channel will only accept faculty members at this time to avoid administrative staff posting in the wrong channel. If you are a faculty member and would like to join this channel, please visit [this link](#).

Previous Engagements & Resources



Topic: **Spend Authorizations / Cash Advances**

[Presentation Slides](#)

[Recording](#)

Topic: **Procurement Basics**

[Presentation Slides](#)

[Recording](#)

Resources:

[Previous Newsletter](#)

[Workday This Week](#)

[Digital Payments Program: Cost Recovery and Credit Card Fees](#)

[View my Professional Development Fund](#)



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

