

IN THE KNOW

UBCO Finance Operation's Newsletter

Finance Operations Updates and
Important Information



Please Share/Distribute



**2024
HAPPY
NEW YEAR**

REMINDERS!



IT Access

This is a reminder to get your appointments entered into Workday ahead of the effective date (**1-2 pay periods in advance**). If you are transferring an employee from one position number to another and the appointment isn't entered in ahead of time, they will lose IT access for at least one day. IT needs time to end their access from the old position and set up access on their new position.

Payroll 2024



Your First Pay of 2024 – Deduction update

Contributions to Canada Pension Plan (CPP) or Employment Insurance (EI) will commence again on your first pay in 2024. The restarting of these deductions will result in a reduction of your net (take-home) pay.

Second Canada/Quebec Pension Plan (C/QPP) Enhancement Contribution

Beginning in 2024, a new enhanced C/QPP contribution will be deducted from your pay on earnings above \$68,500 up to \$73,200 per annum. For this purpose, the Canada Revenue Agency has created two new additional boxes on the current T4 as follows:

- Box 16A – for reporting of employees' second CPP contribution
- Box 17A – for reporting of employee's second QPP contribution



The 2023 Tax Slips will be available by February 29, 2024.

2024 Tax Deductions from Pay



It is your responsibility to provide us with a new TD1/TP-1015.3-V form no later than seven days after a change in your eligible tax credit amounts.

If you claimed the basic tax credit amount in 2023 and there are no changes to your tax credit amounts, **no action** is required on your part.

Employees should consider reviewing and updating their TD1 and TD1BC tax elections each January if:

- They wish to claim tax credit amounts other than the Basic Personal Amount (BPA)
- They are a higher earner and claim a lower BPA
- They are entitled to other credits (e.g., spouse or common-law partner)
- They had claimed exemption from tax in the previous year and this no longer applies
- They had requested additional voluntary income tax deductions and wish to change this amount

Search ***Change My Tax Elections*** in the Workday Knowledge Base for updating current tax elections.

T2200 - Declaration of Conditions of Employment



Change for Tax year 2023*

The **“Temporary Flat Rate Method”** of claiming home office expenses on the “T2200s” form ended December 31, 2022:

The CRA introduced this method to allow employees to claim up to \$2 per work day to a maximum of \$400 for taxation year 2020, and to a maximum of \$500 for taxation years 2021 and 2022, without the need to track detailed home expenses. It is a simple flat-rate process that is included as part of completing your T1 Tax general return.

The Flat Rate Method is no longer available for the 2023 taxation year.

If you require a T2200 Detailed form, please ask your manager to complete.

The Form T2200 certifies that the employee IS REQUIRED BY THEIR CONTRACT OF EMPLOYMENT to use a portion of their home for work. The EMPLOYEE’S MANAGER confirms this, and then completes and signs the form.

Finance cannot complete this form! Only the manager understands the work arrangement with the employee.

*** Canada Revenue Agency Information**

New Checkpoints to Ensure Valid Work Permit and Job Requisition Information in Workday



During the recruitment process, new screening questions have been added to the internal job application for applicants to indicate if they are a foreign worker and, if so, when their work permit will expire. This will help hiring managers identify how long a candidate can legally work for and determine the correct position type and end date.

This information will then be made available on the 'Questions' tab of the 'Candidates' screen in Workday for hiring committee members to easily access (on new Job Requisitions started after December 8, 2023).

Additionally, once the request to generate employment agreement is submitted, HR Administrators will see a new alert message to remind them to confirm work permit details and check if the job requisition needs to be edited.

These changes will provide more visibility to work permit details and ensure that job requisition details are correct to avoid processing errors.

Overview Candidates Details Organizations Qualifications Job Postings

All Active Candidates Awaiting Action Extend My Search

3 Application Received -- Screen -- Interview 2 Employment Agreement -- Background Check -- Ready for Hire

No Filters Applied Saved Filters select one

5 items Overview Questions Experience Contact

Job Application	Step / Disposition	Awaiting Me	Awaiting Action	External Candidate is Legally Eligible to Work?	External Candidate is a Canadian Citizen or Permanent Resident?	External Candidate has 9SIN?	External Candidate SIN Expiry Date	Internal Candidate's SIN starts with 9?	Internal Candidate SIN Expiry Date
<input type="checkbox"/>	(Internal) Employment Agreement		1					No	
<input type="checkbox"/>	(Internal) Employment Agreement		1					No	
<input type="checkbox"/>	(Internal) Application Received		1	Yes (Legally Eligible to Work)	No	Yes	2025-06-25		
<input type="checkbox"/>	(Internal) Application Received		1					Yes	2026-02-23
<input type="checkbox"/>	(Internal) Application Received		1					No	



New Workday Teams Channel for Faculty Members

PLEASE SHARE WITH YOUR FACULTY MEMBERS!

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](#).



Administrative Staff Reminders

The [Workday Admin meeting](#) is held once per month, the 2nd Wednesday, from 9:00am to 9:30am. This meeting is hosted by Finance and HR to provide any relevant Workday changes or updates. If you have new or existing administrative staff that would be interested and are not already on the invite, please email Carri.lawrence@ubc.ca to have their name added to the invites.

[UBCO Workday Admins Team Channel](#) is a resource for UBCO administrative staff to ask their Workday questions. Please email Anita.Friesen@ubc.ca if you would like staff added to this channel.

Upcoming Engagements

The Zoom links for the Workday Wednesday Sessions are now all the same, there is no need to register for sessions.

Please copy this this Zoom link and the session date and time into your calendar if you would like to attend these sessions.

Workday Wednesday Zoom link:

<https://ubc.zoom.us/j/64655437858?pwd=ZDZybEZmNHJKSgzxM2htY1kwdEtMz09>

Meeting ID: 646 5543 7858

Passcode: 857874

Topic: Costing Allocations Revisited

Includes basic CA content, plus how to view CA in ledgers, process for changing costing for employees when appointment has ended and MORE!

Date/Time: Jan 10, 2024 | 10:00 am

Topic: Payroll Information for 2024

Changes in 2024, other payroll reminders

Date/Time: Jan 31, 2024 | 10:00 am

Previous Engagements & Resources

Topic: **Spend Authorizations / Cash Advances**

[Presentation Slides](#)

[Recording](#)

Topic: **Procurement Basics**

[Presentation Slides](#)

[Recording](#)

Resources:

[Previous Newsletter](#)

[Workday This Week](#)

[Managing the Job Requisition](#)

[Apply for an Internal Job](#)

[Recruitment Candidate Guide](#)



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

