

IN THE KNOW

UBCO Finance Operation's Newsletter

Finance Operations Updates and
Important Information



Please Share/Distribute

Payroll Reminders



New Canada Dental Care Plan T4/T4A Boxes

To support the administration of the new Canadian Dental Care Plan, the following new boxes have been added to the tax slips beginning with the 2023 tax year.

- Box 45 on the T4: [Statement of Remuneration Paid](#)
- Box 15 on the T4A: [Statement of Pension, Retirement, Annuity and Other Income](#)

A corresponding reporting code (not deduction) will represent the dental coverage you had access to under our dental plan as of December 31 of the tax year. “Access” refers to the plan coverage available to you and not to your individual family status or the coverage you may have elected. (For example, your T4 may be coded with a “3” even if you have no spouse or dependents.)

Code	Access
1	Not eligible to access any dental care insurance or coverage of dental services of any kind
2	Payee only
3	Payee, spouse, and dependent children
4	Payee and their spouse
5	Payee and their dependent children

Distribution of 2023 Tax Slips

The 2023 T4 and T4A tax slips will be available on or before February 29, 2024.



You will be advised when they are available to download from Workday Employee Self Service.


Note: In certain circumstances, employees may receive multiple year-end slips. Please ensure that all tax slips are included when filing personal income tax returns.



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:



Voluntarily choosing to work from home does not qualify you for this form

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**

Hiring Students In Workday



On Monday, January 29, student hiring transactions reopened. There are changes to hiring students as a result of student records being available in Workday. **Going forward, when hiring for any position – student, faculty, and staff – hiring managers will need to check if their candidate has a student record in Workday to prevent creating duplicate records.** This applies to hiring current students, as well as recent past students and alumni.

A significant number of student records are now available in Workday, but a small number of additional records will be added in February, therefore until March 1 if you are hiring someone you believe should have a student record in Workday, but cannot find it, **PLEASE** delay the hiring (if possible), to prevent duplicate records being created.

If you cannot delay:

1. Proceed with the hire using the “Direct Hire” process provided they meet this criteria:
 - Start date is before March 1 **AND**
 - They need to be paid on the February 15 or 29 pay dates
2. Submit a [Workday support request](#) to help identify potential duplicate records in advance.

Recruitment Hire Changes: When hiring through a job requisition, please be aware that the DeDupe tool currently will not catch applicants that apply as external candidates but who have a student record in Workday. In cases where a candidate has recently attended or currently attends UBC, please ask the candidate for their UBC student number and hire through the appropriate direct hire process.

See [Workday This Week](#) for more information!

PROCUREMENT UPDATES



SSO for Bonfire (Euna Solutions)

As of January 22, 2024, UBC's Bonfire login portal will be turned on to SSO (single sign on).

What this means: when you login to Bonfire beginning on Monday, January 22nd, you will be redirected to the CWL login screen. Once you enter your credentials, you will be redirected back to Bonfire.

Please note that this change will not affect the vendor portal. Should you have any questions or concerns, please do not hesitate to reach out to [Rebecca Way](#).

New Course: Setting up a Supplier

[Setting up a Supplier: Foundational Overview](#) is a new online course offered by UBC Financial Operations to help new and existing staff and faculty understand the basics of setting up a supplier.



This course will help you identify a supplier, determine the correct payment method for the supplier, know what information is necessary for the setup process, and more.

Upcoming sessions:

- February 8, 2024 | 10:00 am – 11:00 am
- February 29, 2024 | 10:00 am – 11:00 am

[Register through WPL](#)

Contract Signing



A reminder that only Procurement has the delegated board authority to sign **any** agreements relating to the provision of goods and services for the University.

This includes:

- purchase agreements
- software licenses
- hotel catering or conference agreements, and
- any other purchase of goods and services that requires a UBC signature to complete the sale.

This includes contracts for Operational, Teaching, or Research related goods and services , even if the amount is less than \$3,500 and a PO is not required.

Please reach out to **Buyers**, Chrystal Matthews and Stacey Broderick if you have an agreement and need signatures.

Fiscal Year End Spend (FY 23-24)



As we approach fiscal year end, March 31, for purchases to be included in the current year, the items need to be received physically at the University.

Please start to plan your purchases between now and the end of the year, factoring in any lead times, to ensure your purchase is attributed to the correct fiscal year.

Contact Rebecca Way with any questions.

Faculty Workday Teams Channel **PLEASE Share this link with Faculty!**



Finance and HR have created a new Teams Channel for Faculty members to ask their Workday related Questions for 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.

Administrative Staff Reminders

The **Workday Admin meeting** is held monthly and is by INVITE ONLY.



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.

Alternatively, you can request they be added through MS Teams by going to the team in your team list, selecting “More Options” and “Add Member”. Type the name of one or more people and select “Send Request”.

Travel Milage Rate Update

For travel effective January 1, 2024, the [CRA has updated their milage rates](#) to \$.70/km for the first 5,000 kilometers driven, and \$.64/km after that.

Workday was updated to reflect these new rates on Friday, January 5, 2024.

UPCOMING ENGAGEMENTS

The Zoom links for the Workday Wednesday Sessions are now all the same. Topics are found below for the next month, as well as posted on the “Events” calendar on the Workday Admins Team Channel.

Registration is not Required

Workday Wednesday Zoom link:

<https://ubc.zoom.us/j/64655437858?pwd=ZDZybEZmNHJKSzgXM2htY1kwdEtMZz09>

Meeting ID: 646 5543 7858

Passcode: 857874

Topic: Supplier One-time Payments

New process for paying suppliers a one-time payment in Workday, and will provide examples of when to use this method of payment.

Date/Time: Feb 7, 2024 | 10:00 am

Topic: Fiscal Year-end 2023-24 Information

Important year-end deadlines, processes, and processing of transactions, as well as answering all of your questions

Date/Time: Feb 21, 2024 | 10:00 am

PREVIOUS ENGAGEMENTS

Topic: Costing Allocations - Revisited - January 10, 2024

[Presentation Slides](#)

[Recording](#)

Topic: Payroll Information for 2024 - January 31, 2024

[Presentation Slides](#)

[Recording](#)

RESOURCES

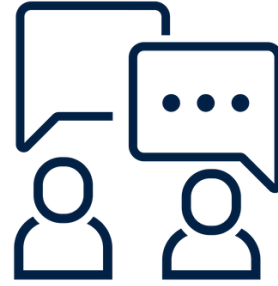
[Previous Newsletter](#)

[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

