

# IN THE KNOW

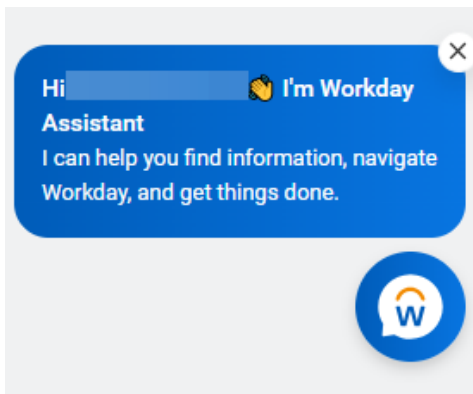
## UBCO Finance Operation's Newsletter

Finance Operations Updates and  
Important Information



**Please Share/Distribute**

## WORKDAY ASSISTANT



Workday Assistant is a new chat tool for faculty, staff, and student employees to optionally use when logged into Workday.

It appears as a chat interface accessible in the bottom right corner from any screen in Workday where you can enter short, informal queries for Assistant to help you find information and access tasks and reports quickly.

Try out Workday Assistant:

- Submit expense report – type “Submit Expense”
- View payslip – type “my pay”

For more information, please review the Knowledge Based Article, [Workday Assistant](#).

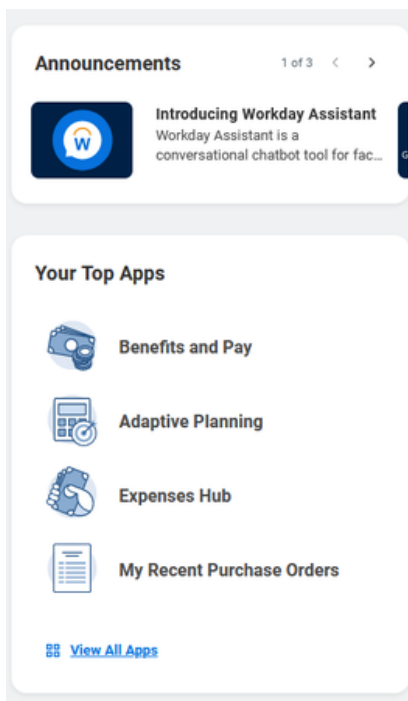
## TOP APPS NOW AVAILABLE ON WORKDAY HOMEPAGE

A new homepage feature, Your Top Apps, allows employees quick access to four applications without having to go through the Global Navigation Menu.

The applications that appear under You Tops Apps is determined by your saved order in the Global Navigation Menu and can be personalized.

To select applications for Your Top Apps, edit your saved order so that the applications you want to access from your homepage are in the top four spots.

Access to additional applications will continue to be available from the Global Navigation Menu through search or using the Favorites Application.





## **NEW GREEN DEPOSIT BAGS NOW REQUIRED FOR BANK DEPOSITS**

Please note the below changes for UBC deposits:

- As of March 28, 2024 all physical deposits must be sealed in the new green coloured tamper-proof deposit bags
- Green deposit bags can be collected at UBCO Bookstore as of March 21, 2024 onwards
- Return old unused deposit bags for secure disposal at UBCO Bookstore, at the internal sales desk
- Current deposit slips can continue to be used
- It is no longer required to note the amount contained in the deposit bag
- The location to drop off is still at Office Modular 1, (OM1) 1157 Alumni Avenue, Kelowna, BC V1V 1V7)

For more information, visit the [Finance website](#).



## **FDM CHANGE REQUEST BLACKOUT DATES**

To allow for successful Quarter End closures for the remainder of FY2024, some FDM change request types will not be made during these blackout dates:

- April 6 - 26, 2024 (Year-End)





## UPCOMING ENGAGEMENTS

### TOPIC: FINANCIAL FRAUD AWARENESS PRESENTATION

Jessie Li, Assistant Director of Fraud Risk Management, and Annie Lee, Senior Consultant of Enterprise Risk and Assurance, are excited to invite you to a Fraud Awareness Information Session, jointly hosted by the UBCO Finance team and the Office of Enterprise Risk and Assurance (ERA).

This session aims to enhance our collective understanding of fraud risks, empower us to proactively manage them, and reinforce our commitment to UBC's core value – integrity.

Focus Areas:

- Overview of Financial Fraud
- Examples of Common Fraud Risks and Red Flags
- Tips and Guidance for Prevention, Detection, and Response

**Date/Time: Tuesday, April 23, 10:00 am - 11:00 am**

**Registration Required**, please register [here](#).

## WORKDAY TRAINING

### TOPIC: COST CENTER ACCOUNTANT CLERK TRAINING

This training is for those that hold this security role in Workday. This security role allows the processing of accounting adjustments and requesting of new Worktags in Workday. If you believe you should hold this security role and would like to attend this training, please contact Carri Lawrence via email, [carri.lawrence@ubc.ca](mailto:carri.lawrence@ubc.ca).

**Date/Time: Tuesday, April 30 | 1:00 - 2:00 pm**

## WORKDAY WEDNESDAY SESSIONS



The Zoom links for the Workday Wednesday Sessions are now all the same link. 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, please copy link and session details to your calendar.

Workday Wednesday Zoom link:

[https://ubc.zoom.us/j/64655437858?](https://ubc.zoom.us/j/64655437858?pwd=ZDZybEZmNHJKSzgxM2htY1kwdEtMz09)

[pwd=ZDZybEZmNHJKSzgxM2htY1kwdEtMz09](https://ubc.zoom.us/j/64655437858?pwd=ZDZybEZmNHJKSzgxM2htY1kwdEtMz09)

Meeting ID: 646 5543 7858

Passcode: 857874

### TOPIC: COSTING ALLOCATIONS

- Understand basics of costing allocations
- Viewing, editing, and removing costing allocations
- Retroactive Costing Allocations
- PAA's of PAJ's

Date/Time: Wednesday, April 17 | 10:00 - 11:00 am

## VANCOUVER LED WORKDAY TRAINING

### TOPIC: REIMBURSING EXPENSES - “CARPE PER DIEM”

Reimbursing Expenses - “Carpe per Diem” is an online course offered by UBC, which is being provided to assist you in ensuring you have a broad understanding of expense reimbursement requirements.

Date/Time: Tuesday, April 16, 1:00 pm

Enrolment required, please register [here](#) through WPL.

Additional dates available through WPL for this course.





## PREVIOUS ENGAGEMENTS

TOPIC: WORKDAY WEDNESDAY - FISCAL YEAR-END 2023-24  
INFORMATION

- [Recording](#)
- [Presentation](#)

TOPIC: WORKDAY WEDNESDAY - SUPPLIER SINGLE USE  
PAYMENT REQUESTS

- [Recording](#)
- [Presentation](#)

TOPIC: WORKDAY WEDNESDAY - PAYROLL INFORMATION FOR 2024

- [Recording](#)
- [Presentation](#)

## RESOURCES

[Previous Newsletter](#)

[Workday This Week](#)

[KBA: Workday Assistant](#)

[Applications & Global Navigation Menue in Workday](#) (Updated)

[Navigating the Workday Home Page](#) (Updated)



## 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

