

IN THE KNOW

UBCO Finance Operation's Newsletter

Finance Operations Updates and
Important Information



Please Share/Distribute

PREPARE FOR 2023/2024 FISCAL YEAR END



In preparation for the fiscal year-end, please consider the following deadlines to ensure goods and services expenses are recorded, approved, and/or canceled in the fiscal year.

Credit Card Reconciliations and Out of Pocket Expenses

- All expense reports must be approved by budget owners by **March 28th at 2:30 pm**
- The suggested deadline for submitting expenses to ensure time for review and approvals is **5 pm on March 12th**

Supplier Payments

- Deadline for supplier invoice approvals is **March 28th, 2:30pm**
- All supplier invoices **must** be approved by budget owners to be included in this fiscal year
- Goods and services **must** be received in Workday and all match exceptions resolved

Purchase requisitions

- Submit requisitions as soon as possible.
- Review status of Requisitions and Purchase Orders. Any status other than "issued" or "closed" may result in them being manually force-closed.

Requestors and Cost Centre Receivers

- Submit or cancel receipts for goods and services in Workday.
- Confirm the closing of all Purchase Orders before **March 15**.
- Set up your delegation in Workday if you are going on leave.

Last week of fiscal year end: March 26-April 1, 2024

- Refrain from creating new requisitions in Workday during **March 28 and April 3, if possible**
- Requestors have the option to submit or cancel "Draft" requisitions and receipts until **March 27, 5:00 pm**
- Requisitions & Purchase Orders with the status "In Progress" should be approved by the budget owner in Workday by **March 27, 5:00 pm**

Detailed status of the requisition can be found in the Process History tab of a Purchase Requisition in Workday and Buyers or Procurement Officers may follow up with Requestors to expedite such approvals.



PREPARE FOR 2023/2024 FISCAL YEAR END

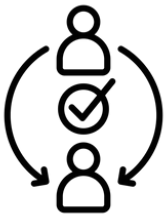
Payroll Year-end Deadlines

- Cut-off for time entry & submission is **March 23rd by 11:45 pm**
- Cut-off for approvals & data entry is **March 25th by 11:45 pm**

SET UP DELEGATIONS IN WORKDAY

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.



It is VERY important that anyone who is part of a business process in Workday sets up a delegation when they are out of the office, especially around fiscal year end. At year end items may become stuck if the approver is not in the office, and may be cancelled or not finalized in time to meet year end cut off dates.

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 [KBA 16634](#)

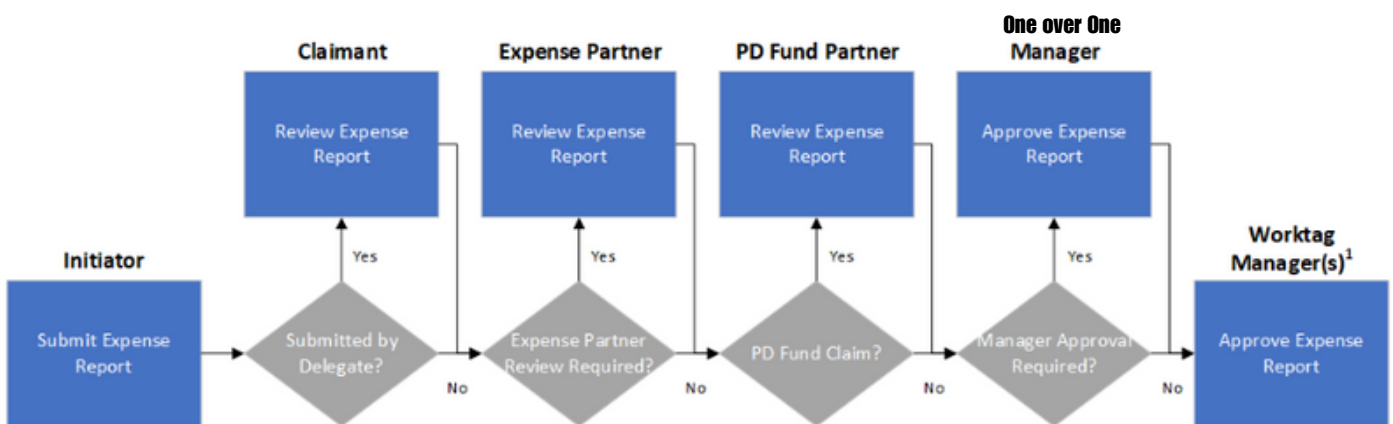
REMINDER FROM FINANCE - EXPENSE REPORTING ROUTING IN WORKDAY

Expense Report will route to the **One over One/Manager** for review/approval based on the worker's position.

If the worker only has one position, it will route to the manager of that position. If the worker has more than one position, the Claimant must choose the correct position when completing the Header section of the Expense Report so the correct Manager receives the expense report for approval. If it routes to the wrong manager, this likely means the worker didn't select the correct position for the Expense Report.

[KBA to Create Expense Report](#)

The request will follow the Approval Workflow below.



¹Worktag Manager in this context refers to Program Managers, Grant Managers, Project Managers, Gift Managers, Gift Initiative Managers, and/or Cost Center Managers

REMINDER FROM HR - APPOINTMENT RELATED ISSUES IN WORKDAY

HR has noticed that there are some common issues that continue to arise in Workday when entering appointments. Many of these will result in HR sending the business process (BP) back to the originator, which causes delays. In some cases HR isn't able to catch these errors which could result in over/underpayments for individuals. Below is a list of some of the most common:



- **Missing Attachments** - Attach all necessary documents with the appointment in Workday and to the correct corresponding segment of the BP. This will normally be official documentation (e.g. offer letter, research award confirmation), but in some cases could simply be an email confirmation from the Head of Academic Unit or a Supervisor.
- **Wrong action selected in Workday.**
- **Annual Salary Selected** - The Compensation rate in Workday is monthly, and this is what should be entered in the compensation panel. **If annual is entered it could result in an overpayment.**
- **Missing Compensation End Date** - Term positions must always have a compensation end date.
- **Not returning a individual from leave** - In most cases individuals on leave should be returned from leave prior to processing any other BP. There are some cases (multiple positions) where the individual should be left on leave, so contact HR if needed.
- **Missing citizenship** - Citizenship should always be entered for all foreign nationals. The citizenship will be located on the documentation issued by immigration officials (normally a Work or Study Permit)

HONORARIA REASONS IN WORKDAY



Please ensure the correct reason for an Honoraria payment is chosen in Workday. Do not select reasons that should only be used by Central HR. The following reasons apply to Faculty Members, Postdoctoral Fellow and Librarian positions.

Any reasons that begin with “One-Time Payment > One-Time Payment > Staff” or “One-Time Payment > One-Time Payment > Student” must not be applied to faculty, postdoctoral or librarian positions.

REASON	USAGE
One-Time Payment > One-Time Payment > Faculty Annual Lump Sum	Central FR/HR use only
One-Time Payment > One-Time Payment > Faculty Increase	Central FR/HR use only
One-Time Payment > One-Time Payment > Faculty Honorarium - Additional Administrative Duties	For taking on additional administrative responsibilities
One-Time Payment > One-Time Payment > Faculty Honorarium - Other	This should not be a catch-all! Use when one of the other reasons does not fit. As necessary, contact Faculty Relations/HR to discuss.
One-Time Payment > One-Time Payment > Faculty Honorarium - Research	For research related responsibilities
One-Time Payment > One-Time Payment > Faculty Honorarium - Teaching Overload	For overload teaching
One-Time Payment > One-Time Payment > Grievance Negotiation Settlement	Only to be used if directed by Central FR/HR
One-Time Payment > One-Time Payment > Prize/Award	To be used for prizes won by individuals. Not to be used for employment-related duties. CPP, EI & WCB are not applied to Prize payments

T4/T4A TAX SLIPS FOR FACULTY & STAFF ARE NOW AVAILABLE



UBC faculty and staff can now access their payroll-related 2023 T4 and T4A tax slips for personal income tax returns through Workday.

- Current employees with active CWL can refer to the Find My T4 guide in the Workday Knowledge Base for instructions on how to access their tax slips through **Workday**.
- Former employees can access their tax slips through Workday using their existing CWL within 18 months of leaving UBC. Former employees and employees on leave will also be mailed a paper copy of their T4 through Canada Post.

For more information on taxes and deductions, visit the T4/T4A FAQ or the Your Taxes page.

Learn more about your 2023 T4/T4A tax slips on the **Finance website**.

NEW REPORTING FOR THE T4 AND T4A

To support the administration of the new Canadian Dental Care Plan (CDCP), a new Box 45 has been added to tax slips beginning with the 2023 tax year.

UBC will be entering a code for the new Box 45 to indicate an employee's or payee's eligibility for employer-provided dental benefits (through an insurance plan or a Health Care Spending Account) on December 31 of the reporting year.

WELCOME TO FINANCE NEW STAFF!

Finance is happy to announce several new staff have joined our teams. Please join me in welcoming:

UBCO Payroll:

- **Wendy Pennings** joined us on October 31, 2023
 - Portfolio: Last name A to K
 - Wendy's regular scheduled days will be Monday to Thursday
- **Sabina Sokolowski** joined us on February 20, 2024
 - Portfolio: Last name L to Z
 - Sabina's regular scheduled days will be Tuesday to Friday



Wendy and Sabina will report to Brydie Chamberlain, Payroll Lead for the Okanagan.

All payroll inquiries should continue to be submitted as a ticket through the UBC Self Service Portal at <https://ubc.service-now.com/selfservice>.

Tickets will be assigned to the applicable team member and addressed in order of priority.

WELCOME TO FINANCE NEW/RETURNING STAFF!

UBCO Research Finance:

Our Research Finance team is pleased to welcome **Gadia Braga** for an 18 month term. Gadia will work in the School of Engineering to provide coverage during Candice's maternity leave, which will start this summer.

As well, **Deanna Dolhanty** has returned on a gradual return to work schedule. During the next month, Deanna will support the Faculty of Arts and Social Sciences. Other units will be transitions from Liliana to Deanna as follows:



Effective **March 11** - Faculty of Creative and Critical Studies

Effective **March 25** - Faculty of Management

Effective **April 1** - Grants in Administrative Units (Graduate Studies, Provost, and VP Research and Institutes)

The following summarizes the portfolios supported by each Research Finance Analyst effective April 1:

Research Finance Analyst	Portfolio
Candice Young (On leave ~ Summer 2024) Gadia Braga (term)	School of Engineering (PI last name from A-K)
Liliana Renteria Martinez	School of Engineering (PI Last name from L-Z) School of Education
Jennifer Slivinski	Faculty of Science
Deanna Dolhanty	Faculty of Arts and Social Sciences Faculty of Creative & Critical Studies Faculty of Management Grants in Administrative Units (Graduate Studies, Provost, and VPRI)
Nicole Carlos	Faculty of Health and Social Development Southern Medical Program (TBC)

WORKDAY WEDNESDAY SESSIONS

The Zoom link 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?](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

UPCOMING ENGAGEMENTS

Topic: [Call In Session - 2023/24 Year-End Timelines and Procedures](#)

Date/Time: March 6, 10:30 am - 12:00 pm

For this specific session, please [Register Now](#)

Topic: [Procurement - Year End Drop In Session](#)

This session is available for questions around Procurement year end tasks. Procurement Team will be available to talk through dates and times and any reconciliations tasks.

Date/Time: March 6, 10:00 am - 10:30 pm

For this specific session, please [Join Here](#)

[Registration is not Required](#)

Meeting ID: 646 5543 7858

Passcode: 857874

Topic: [Financial Fraud Information Session](#) **HOLD the DATE**

This session will cover financial fraud in the workplace and provide valuable information to identify red flags,

Date/Time: April 23, 10:00 am - ~ 11:30 pm

More details to come!

PREVIOUS ENGAGEMENTS

Topic: [Workday Wednesday - Fiscal Year-end 2023-24 Information](#)

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

Topic: [Workday Wednesday - Supplier One-time Payments](#)

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

Topic: [Workday Wednesday - Payroll Information for 2024](#)

[Presentation](#)



RESOURCES

[Previous Newsletter](#)

[Workday This Week](#)



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

