

# IN THE KNOW

## UBCO Finance Operation's Newsletter

Finance Operations Updates and  
Important Information



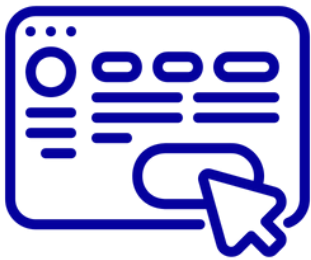
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## IMPORTANT DEPOSIT BAG UPDATE: REVERT TO GRAY BAGS AS NEEDED



Due to the high demand for RBC green deposit bags across BC the supplier has encountered challenges to meet the demand. RBC has agreed to allow the use of the old grey bags following the below procedure:

- Once you run out of green deposit bags, you can use an old grey deposit bag:
  - To identify the deposit as HSBC write the word “Purple” using a marker or smudge-proof pen
  - RBC will soon supply purple stickers, which can be applied, and will negate the need to write purple
- Once UBC fully migrates to RBC, purple stickers will no longer be required, and grey bag usage can continue
- If you have run out of deposit bags, UBCO Finance has a small amount of remaining gray deposit bags that can be requested while quantities last. Please email [anita.friesen@ubc.ca](mailto:anita.friesen@ubc.ca) to arrange pickup of a gray deposit bag, or you can reach out to the Bookstore to ask if they have any available gray bags



## HSBC - RBC TRANSITION WEBSITE IS NOW LIVE

UBC is now in Phase 2 of the transition to RBC, which encompasses transitioning all systems to RBC. As a reminder, at this time, UBC staff should continue to use the current HSBC Canada account numbers. When the time comes to change account numbers, UBC staff will not need to make this request and change on their own. Once the IT infrastructure has been fully configured and tested, account numbers will change and RBC accounts will be provided.

[Website Link](#)

# CWL'S NOW AVAILABLE IN WORKDAY



CWL IDs of UBC employees are now included on the 'IDs' tab of their Personal Profile in Workday. A CWL ID is the Campus Wide Login 'Name' users use when logging into Workday, and serves as their personal authentication credentials.

The addition of CWL IDs in Workday will help HR administrators and managers easily find CWLs to submit IT requests on behalf of employees.

A screenshot of the Workday interface. The top navigation bar shows 'peter paygroup' in the search field. The left sidebar is red and contains a navigation menu with 'Personal' highlighted. The main content area shows the 'IDs' tab for Peter Paygroup. It includes sections for 'Employee ID' (E00038502), 'National IDs' (Social Insurance Number (SIN)), and 'Other IDs' (CWL, SP-FUID, DupeCheckRequestID).

Country	National ID Type	Identification #	Issued Date	Expiration Date	Issued By	Series	Verification Date	Verified By
Canada	Social Insurance Number (SIN)						2024-04-24	

Other ID Type	Organization	Description	Identification #	Issued Date	Expiration Date
CWL			petpaygr		
SP-FUID			123678		
DupeCheckRequestID		Adding via Dupe Check integration	1c3bd2af-c66d-4284-8852-d5b294e301ec		

## IMPROVED QUESTIONNAIRE PROCESS - REQUESTS IN WORKDAY FOR COST CENTER, PROGRAM, PROJECT AND GIFT/GIFT INITIATIVES

Updated validations and improved descriptive error messages on the questionnaire process, detailing the next steps. For example, on the questionnaires for the new Organization requests, "Specify the position, by providing the Position ID", users will be asked to provide an answer that begins with "P".

And for some of the questionnaires with answers, "Please cancel this request", users will not be able to submit unless they have provided the requisite information for their request. This should reduce the number of send backs and delays within the system.



## RESTRICTION ON THE USE OF CERTAIN "BUILDINGS" SPEND CATEGORIES

As of April 30, 2024 Capital Financial Management and Reporting will restrict the spend categories of 'Buildings | Wood', 'Buildings | Concrete' and 'Buildings | Temporary' to Project Worktag types under FD500, FD550, and FD200.

These spend categories are only to be used in the construction or purchase of large scale projects, such as the construction of a new building to be owned by UBC. A warning will appear when trying to code to Spend Categories on the following types:

- Accounting Journal
- Accounting Adjustment
- Expense Report
- Spend Authorization
- Internal Service Delivery
- Requisition, Purchase Order, Change Order
- Supplier Invoice, Supplier Invoice Adjustment, Supplier Invoice Request

For more information on UBC's capital accounting principles see [Capital Accounting](#) or contact [capital.accounting@ubc.ca](mailto:capital.accounting@ubc.ca) if you require the use of these spend categories.



## INDIGENOUS BUSINESS DIRECTORY UPDATE

Since the January launch of our Indigenous Business Directory, we've listened to your feedback and fine-tuned the directory:

- 12 new businesses have been added
- Additional column added called 'In Workday' to identify suppliers already set up in Workday
- Continue work on optimizing speed and performance of the directory

The recent focus group survey confirms its value to our community, with respondents finding it an indispensable tool for locating indigenous businesses across nine categories for procurement. We're excited about the next phases of development, engaging with the UBC community to promote usage of the directory and spending with Indigenous businesses. Stay tuned for further enhancements!

If you have an Indigenous business in mind to be included in the directory, contact us at [procurement.programs@ubc.ca](mailto:procurement.programs@ubc.ca). We're here to support you!

## UPCOMING PAUSE ON SUBMITTING EXPENSES FOR STUDENTS IN WORKDAY FROM MAY 15 - 21



UBC employees who submit expenses on behalf of students will be **prevented from submitting new expense reports in Workday from Wednesday, May 15 to Tuesday, May 21** to prepare for an upcoming change to how these expenses are submitted.

With UBC students gaining access to Workday on May 21, Student Expense Report Initiators will soon be able to submit expense reports using the student's record in Workday, and will no longer have to create an External Committee Member record for students.

This pause on submission of expenses is to prevent duplicate records being created during this transition. Transactions that are initiated before May 15 or in-progress as of May 15 will be processed as usual.

More information about this new process will be available by Tuesday, May 21, when the process changes.

## EMPLOYMENT VERIFICATIONS FOR PERMANENT RESIDENCY



Employment verifications for Permanent Residency (PR) are not provided by the faculty. UBCO employees should submit a request for PR employment verification from Payroll through the [UBC Self Service Portal](#):

Once in the portal, select:

- Request a Service
- Select Request General Workday Support
- Fill in your information
- Select Campus: UBC Okanagan
- Select Category: Payroll
- Select: Employment Verification

In the Description category, indicate that they are requesting employment verification for PR purposes. Please note that PR employment verification letters can take a minimum of 10 business days to complete.

## 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: UNDERSTANDING FACULTY WORKER HISTORY IN WORKDAY

This session will cover Worker History, Categories, Compensation History, Staff Examples vs Faculty Examples, and the opportunity for a Q& A at the end of the session

DATE/TIME: MAY 8, 2024 | 10:00 AM

### TOPIC: FINANCIAL REPORTING IN WORKDAY

This session will cover some common financial reports administrators can use to manage department finances as well tools available in Workday.

DATE/TIME: MAY 29, 2024 | 10:00 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, May 14, 2024, 1:00 pm

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

Additional dates available through WPL for this course.





## PREVIOUS ENGAGEMENTS

To review previous Workday Wednesday Sessions and the available resources, please visit [here](#).

## RESOURCES

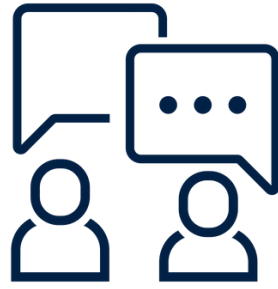
[Previous Newsletter](#)

[Workday This Week](#)

[KBA: Workday Assistant](#)

[Applications & Global Navigation Menu 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

