



THE UNIVERSITY OF BRITISH COLUMBIA

Department of Obstetrics & Gynaecology

Faculty of Medicine

WORKDAY INFORMATION

What is Workday?

Workday is a cloud-based platform that UBC will be using to replace the current Peoplesoft system (FMS and HRMS). This will be rolled out on 2 November 2020.

How it will benefit us?

The new system will bring us into the current century with a system that can be used via an online portal using a desktop computer, laptop, tablet or smart phone. There will be no more paper forms required. Many of you won't have much to do with the system beyond changing your personal details, requesting vacation and downloading a T4 once a year. Those of you who will be responsible for paying invoices or processing reimbursement will benefit from this online system.

As an employee what do I have to do?

There is a variety of training sessions available to all UBC employees. The below training is all online and self directed. The following are recommended for certain groups:

Workday Basics is designed to help UBC Faculty, Staff and Student Employees learn about basic functionality of Workday. Key topics include navigating the Home Page, using your Inbox and Notifications, using the Search Bar and more. *Recommended for all employees.*

Workday HR 101 for Salaried Staff is designed to help UBC employees learn about key HR concepts in Workday. Modules include Onboarding, Absence, Benefits and more. *Recommended for all employees that are not hourly.*

Workday Finance 101 is designed to help you learn about Finance key concepts including new terminology used in Workday. In this course we will cover basic Travel and Expense Management, including how to claim out-of-pocket expenses. *Recommended for all employees.*

Workday HR 201 for Hourly Staff and Student Employees is designed to guide hourly employees on how to submit hours. *Recommended for all HOURLY employees or managers who supervise hourly employees.*

Workday for Managers is designed for all UBC Staff who are managers with direct reports and will provide an overview of Workday for team management, review and approvals process and other manager related topics. *Recommended for all employees who supervise staff.*

Workday Finance 201 Intermediate is designed for all UBC Faculty and Staff to learn how to submit complex expense reports, including reconciling VISA card expenses, foreign currency expenses, international travel, per diems, delegating quick expenses and more. *Recommended for all employees who have a financial element to their role or who manage funds. You can also sign up for a webinar for this course.*

Workday Finance 301 Advanced is designed for all UBC Faculty, Staff and Student Employees to learn about advanced Finance topics including submitting purchase requisitions, purchase orders, change orders, requesting a supplier setup, invoice coding and reviewing and more. *Recommended for all employees who have a financial element to their role or who manage funds. You can also sign up for a webinar for this course.*

Workday for Faculty is designed to give you a quick overview of relevant actions they can initiate in Workday, including delegations, expensing to a grant and more. *Recommended for all faculty members.*

Where can I find out more information on Workday?

For further information on Workday and how to sign up for training: <https://irp.ubc.ca/>. If you have specific departmental related questions or are unsure about training please direct those to the Administrative Director, [Andi Martin](#).