INTEGRATED RENEWAL PROGRAM

Workday Human Capital Management (HCM)

Frequently Asked Questions and How to Prepare

Updated September 2019

The Integrated Renewal Program (IRP) HCM team has developed FAQ's based on the monthly IRP HR Call-In sessions with the UBC HR community. This is intended to provide HR practitioners with a high level vision of Workday HCM functions and how you will use Workday from April 2020 onwards. FAQ's will continue to be added to this document as we move through the monthly IRP HR Call-In sessions from now until the end of the year.

Time Tracking and Absence

1. **Q: Will Workday be used as our scheduling system?**
   A: No, time tracking and absence in Workday is not used for scheduling.

2. **Q: Will Workday automatically determine overtime and shift premium rates?**
   A: Yes, Workday will determine this for hourly staff.

3. **Q: How does Workday manage Statutory Holidays?**
   A: Statutory Holiday hours accrue as hours are worked and entered into Workday.

4. **Q: Do employees have to submit time everyday?**
   A: This is flexible and up to the department to decide.

5. **Q: Will Managers be able to do batch approvals?**
   A: Yes, more so for time tracking than absence.

6. **Q: Will information in PAT will be transferred to Workday? Or, will we still use PAT for Absence?**
   A: Yes, we will transfer PAT balances to Workday.

7. **Q: Will Workday track absences for Faculty?**
   A: This is not anticipated for April 2020.

The Employee Lifecycle

Creating Positions

8. **Q: If an employee is leaving UBC and I need to fill the vacant position, do I create a new position in Workday?**
   A: No, the position can remain active in Workday and be vacant until a new employee is hired into the position.

9. **Q: Can I view the status of all positions within the Supervisory Organizations I support?**
   A: Yes, Workday will allow those with appropriate Workday Security Roles to view all open, filled, frozen and future-dated positions in their Sup Orgs.

10. **Q: What is the process to create many new positions for mass hiring needs?**
    A: When creating the position, Workday will allow you to enter the number required in the 'number of positions' field option.

11. **Q: How will we be able to indicate if a position reports to a matrix Supervisory Organization?**
    A: Once your position is created and approved, you can add it to a Matrix Supervisory Organization. This is done through a process outside of 'Create Position'.

Staff Recruitment

12. **Q: Will interviewers have access to view the Workday Recruitment Hub?**
    A: Yes, anyone who is assigned as an interviewer can have access to view the Recruitment Hub. The interview team will be able to see candidates, however not move them through the Recruitment Stages.

13. **Q: Are there any recruitment changes from an applicant perspective?**
    A: The applicant experience will not change significantly, rather they will be using a new system to apply to jobs and can easily receive, view and sign offer letters all through Workday.

14. **Q: How will UBC employees view job postings and how will external candidates view job postings?**
    A: Employees can view and apply to job postings when they log into their Workday profile. External candidates will still refer to our careers website where they can apply to jobs and create a candidate profile in Workday.

15. **Q: How will applicant prioritization work for unionized positions?**
    A: Central HR will continue to prioritize and link recall candidates to open positions for CUPE 2950. Departments will continue to manage the Recall process within their departments for other Union groups as per current state.

Academic Appointments

16. **Q: Can Workday track Associate members through Academic Appointments?**
    A: Yes, and Workday will replace this tracking currently done via memo.

17. **Q: Who can see the Academic Appointment information in Workday?**
    A: The Supervisory Organization Manager, the individual faculty member, Faculty Relations, Department Head and the Dean.

18. **Q: At April 2020 go-live, who will have Academic Appointments in Workday – all faculty, only current faculty, other?**
    A: All individuals with jobs that involve teaching and those that have promotions that need to be tracked such as Tenure stream (teaching/promotion), Librarians, Sessionals, TAs, Partner Appointments and Clinicals, Adjuncts, Lecturers, Postdoctoral Teaching Fellows.

19. **Q: Can Joint Appointments be tracked in Workday?**
    A: Yes, using Academic Appointments you can identify the department the Joint Appointment is in and the primary and secondary unit. This can then be viewed by Managers and Deans to see the relative percentage and location.

Security Roles

20. **Q: Can someone have more than one security role?**
    A: Yes, depending on your responsibilities, you can have more than one security role.

21. **Q: What happens to the security role when a position becomes vacant?**
    A: You can assign the security role to another employee either ongoing or in the interim as you recruit for the replacement. When the position is filled again, role based security will be assigned to the new employee in that position.
    If the security role is unassigned, it is inherited from the superior Supervisory Organization.

22. **Q: Can I add an approver to the business process on an ad hoc process?**
    A: Yes, in instances in which your unit would like to add an additional reviewer/approver, you can *'add additional approver'* at various stages of the business process.

Delegations

23. **Q: Which users can I delegate to in Workday?**
    A: You can delegate to superiors, peers and direct reports. All delegations should be discussed as per your regular business communications and will require an approval in Workday to ensure tasks are being delegated to the appropriate users.

24. **Q: Can the delegate view the history of my Workday inbox?**
    A: The delegate will only have access to the information and history regarding the specific task(s) they have been delegated. They will not be able to see archived information outside of that task.

25. **Q: Can I delegate on an ongoing basis?**
    A: No, delegations are set up for temporary periods of times. Permanent reassignment of tasks is done through the "task reassignment" function in Workday.

26. **Q: How many delegates can I set up in Workday?**
    A: There is not a limit, as you can delegate different business processes or tasks to specific users.

27. **Q: Will my appointed delegate have access to my personal information?**
    A: No. Delegates will only have access to review and complete tasks for Business Processes you select when appointing a delegate.

How to Prepare

We encourage the HR community to consider the following preparation points as we move towards our Workday launch for HR and Finance modules in April 2020. The IRP HR team will continue to update these points as we move through the monthly IRP HR Call-In sessions from now until the end of the year.

Time Tracking and Absence

- Begin reviewing and updating your teams' absence balances.
- Ensuring your teams' annual entitlements (sick, vacation, etc.) are accurate based on applicable Employee Handbooks and Collective Agreements.
- Reviewing and updating your team banked time (OT, etc.) if applicable.