"How Do I…?"

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If you have questions about how to complete certain tasks in Workday, use the following "How Do I…?" resources which also point to specific self serve Workday Knowledge Base Articles through the Integrated Services Centre.

Category	How Do I…Links	Description
Personal Information	View my benefits?	Describes how you view your benefits in Workday.
	View my vacation balance?	Describes how to view your absence balances, including vacation balance.
	View my payslip?	Describes how you view your pay slip.
	Change my personal information?	Describes how to change date of birth, citizenship, gender identity and pronoun.
	Update my contact information?	Describes how to change your address, email, and phone contact details for home and work.
	Change my profile photo?	Describes how to change your profile photo in Workday.
	View my T4?	Describes how you find and view T4 information.
	Check my default Cost Centre?	Describes how to confirm your default Cost Center is correct.
	Update my provincial tax elections?	Describes how you can update your provincial tax elections.
	Update my federal tax elections?	Describes how you can update your federal tax elections.
General Workday	Add tasks and reports to my favourites?	Describes how to add tasks and reports to your favourites in Workday.
	Turn off notifications?	Describes how you can turn off notifications in Workday.
Expenses	Get reimbursed for an expense in Workday?	Describes how to get reimbursed for an "out of pocket" expense.
	Submit an expense by mobile?	Describes how to submit an expense in Workday.
	Enter time for multiple jobs?	Describes how to enter time for multiple jobs in Workday.
Approval	Approve a vacation/time off request?	Describes how to approve vacation time off.
	Approve expense reports?	Describes how you can approve expense reports.
Delegation	Delegate approval of expenses?	Describes how you can delegate the approval of expense reports.
	Delegate creating an expense report?	Describes how you can delegate the creation of expense reports.
	Delegate inbox tasks?	Describes how you can delegate inbox tasks in Workday.
	Delegate the initiation of a business process?	Describes how you can delegate the initiation of business process/es in Workday.

Category	How Do I…Links	Description
Approval of Hourly Timesheets	Approve time entry for an individual?	Describes how you can approve a time entry for an individual in Workday.
	Approve time entry by team?	Describes how you can approve a time entry by team in Workday.
Leave of Absence	Request a leave of absence (time off)?	Describes how you can request time off in Workday.
Team Management	View my Org Chart?	Describes how to view your Org Chart. This may also be referred to as your Supervisory Organization or SupOrg.
	View my team's vacation and leave calendar?	Describes how to see your team's vacation and leave calendar.
	Move employees to a different supervisory organization (SupOrg)?	Describes how to move employees to a different Supervisory Organization (SupOrg).

Additional Resources

Support

ISC Self-Service Portal and Knowledge Base

UBC IT

Training

Hypercare Office Hours, Training and Events Calendar

Workplace learning