

MEMO

DATE: April 8, 2021

TO: Business Administrators
Budget Officers
Controllers
Payroll
Financial Services
Corporate Planning
Academic Operations and Planning

CC: Duane McNair, Vice President, Finance and Administration
Grant Perry, Chief Financial Officer
Emily Woods, Director, Financial Planning
Claire Ramsay, Manager, Workday Support
Rahul Sharma, Business Solutions Advisor, Workday
Eric Dawson, Communications Officer

FROM: Doreen Jans, Manager, Financial Services

SUBJECT: Accounting for Part-Time Academic Vacation Pay in Workday

Financial Services works regularly with the Workday Support Team to review and enhance the functionality of Workday and create solutions to improve the workflow of employees using the College's financial reporting.

The purpose of this memo is to provide you with an update regarding a correction to the Workday account posting rule when accounting for the Part-Time Academic Vacation Pay 6% Non-Union Earnings.

Since September 2020, the vacation pay for Part-Time Academic earnings has been incorrectly posted to the Spend Category: PT Coordination Allowance.

A Workday configuration change will be made to post the vacation pay for Part-Time Academic earnings to the Spend Category: Part-Time Academic Salary.

The journal entry to correct the 2020-21 accounting will be made by Financial Services before the close of the fiscal year. When fiscal 2021-22 is available in Workday, a correcting journal entry will be made by Financial Services for April 2021.

When will this be available?

Workday will be updated on Friday, April 9, 2021 by the end of the business day with the account posting rule change that will be effective for the April 16, 2021 pay date.

Who to contact for questions or concerns

If you have any questions or concerns, please contact Doreen Jans, Manager, Financial Services, at jansd@algonquincollege.com.