

# Workday Bulletin

All Employee Edition, No. 4

with Manager, Timekeeper, and Field Accountant Supplement

April 10, 2019

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## How to Create a Purchase Requisition When a T4A is Required

If a Supplier needs to be issued with a T4A, you must follow the [Create a Purchase Requisition with a T4A Purchase Item](#) user guide as the process is different from other purchase requisitions. Once you have selected the type of requisition you wish to create, you will choose Search Catalog under Select an Option. Select either T4A Contract Services or T4A Honorariums and Add to Cart to continue. Use this option when paying a person or persons (not a company) performing services or doing work such as: online facilitators, musicians, clowns, elders, magicians, massage therapists, yoga instructors, people reviewing courses, people writing courses, photographers, editors, labour/painting, translation, guest speaker etc.

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## Find Job Postings in Workday and Apply by 12:01 a.m. on Closing Date

Workday closes all job postings at 12:01 a.m. on the closing date. That means you will want to ensure your application is ready to go and submitted the day before the closing date. **Current employees must log in to Workday to apply for an Algonquin College job.** From the Workday homepage, select the Career application to find jobs that are currently posted and other job-related information. Use the Apply button on the job posting details page to apply. Or, type “Find Jobs” in the Workday search bar to go directly to the job listings. Find out more by consulting the Apply for an AC Job user guide [here](#). For all employee self-service user guides, go to the AC Workday website, [algonquincollege.com/workday](http://algonquincollege.com/workday).

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## Office Hours

The Workday Support Team is holding Office Hours for any employee who needs support using Workday. Office Hours will be held in the Workday office (C336) on **Tuesdays from 10 a.m. to noon and Thursdays from 1 p.m. to 3 p.m.**

Employees in Perth and Pembroke who would like to access this support should send an email to [workday@algonquincollege.com](mailto:workday@algonquincollege.com) letting us know (**please put “Office Hours” in the subject line**). We will set up a WebEx and provide you with a meeting time.

Employees should continue to reach out to their partners in the Human Resources and Finance departments if they need help understanding or applying College policies and business processes.

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## How to Get More Help

Employees can contact ITS Client Care, at [5555@algonquincollege.com](mailto:5555@algonquincollege.com) or ext. 5555, for help with common Workday tasks, such as logging in to Workday, entering time, requesting time off, and entering and updating personal information. Help with more complex tasks, such as those related to hiring and purchasing, can be accessed by submitting a support case ticket. Please use the form found [here](#) on the Workday website. Submitting a ticket will help the team identify and resolve recurring issues.



## Manager, Timekeeper, Field Accountant Supplement

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### Accounts Receivable: Include Bill-to Contact on Customer Invoices

When you create a Customer Invoice, ensure you fill in the Bill-to Contact field using the drop-down menu. This field lets Accounts Receivable know the name of the person to whom a customer invoice should be issued. If the contact does not appear in the drop-down menu, please send the details, including first and last name and their email address, to [billing@algonquincollege.com](mailto:billing@algonquincollege.com).